



VIRGINIA

Commercial Vehicle Safety Plan

**Federal Motor Carrier Safety Administration's
Motor Carrier Safety Assistance Program**

Fiscal Year 2019

Date of Approval: June 27, 2019

FINAL CVSP



**U.S. Department of Transportation
Federal Motor Carrier Safety Administration**

Part 1 - MCSAP Overview

Part 1 Section 1 - Introduction

The Motor Carrier Safety Assistance Program (MCSAP) is a Federal grant program that provides financial assistance to States to help reduce the number and severity of accidents and hazardous materials incidents involving commercial motor vehicles (CMV). The goal of the MCSAP is to reduce CMV-involved accidents, fatalities, and injuries through consistent, uniform, and effective CMV safety programs.

A State lead MCSAP agency, as designated by its Governor, is eligible to apply for grant funding by submitting a commercial vehicle safety plan (CVSP), in accordance with the provisions of [49 CFR 350.201](#) and [205](#). The lead agency must submit the State's CVSP to the FMCSA Division Administrator on or before August 1 of each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. Currently, the State must submit a performance-based plan each year to receive MCSAP funds.

The FAST Act required the Federal Motor Carrier Safety Administration (FMCSA) to “prescribe procedures for a State to submit a multiple-year plan and annual updates thereto, under which the State agrees to assume responsibility for improving motor carrier safety by adopting and enforcing State regulations, standards, and orders that are compatible with the regulations, standards, and orders of the Federal Government on commercial motor vehicle safety and hazardous materials transportation safety.”

The online CVSP tool (eCVSP) outlines the State's CMV safety objectives, strategies, activities and performance measures and is organized into the following five parts:

- Part 1: MCSAP Overview
- Part 2: Crash Reduction and National Program Elements
- Part 3: National Emphasis Areas and State Specific Objectives
- Part 4: Financial Information (FY 2019)
- Part 5: Certifications and Documents

You will find that each of the five eCVSP parts listed above contains different subsections. Each subsection category will provide you with detailed explanation and instruction on what to do for completing the necessary tables and narratives.

The MCSAP program includes the eCVSP tool to assist States in developing and monitoring their grant applications. The eCVSP provides ease of use and promotes a uniform, consistent process for all States to complete and submit their plans. States and territories will use the eCVSP to complete the CVSP and to submit either a single year, a 3-year plan, or an Annual Update to a 3-year plan. As used within the eCVSP, the term ‘State’ means all the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.

NEW FOR FY 2019:

Single Year and Multi-Year plans—For FY 2019, the primary difference in the single year and multi-year CVSP formats is that objectives, projected goals, and activities in the 3-year plan will cover an entire three-year period. The financial information and certifications will be updated each fiscal year.

Annual Updates for Multi-Year plans—Those States in Year 2 of a 3-year plan will be providing an Annual Update only. States will be able to review the project plan submitted in Year 1 and indicate whether anything needs to be updated for Year 2 via a Yes/No question provided in each Section of Parts 1-3. **NOTE: Answer carefully as there is one opportunity to check Yes/No and then the input is locked.**

- If Yes is indicated, the information provided for Year 1 will be editable and State users can make any necessary changes to their project plan.
- If No is indicated, the Year 1 information will not be editable and the user can move forward to the next section.
- The financial information and certifications will be updated each fiscal year.

All single year, multi-year, and annual update plans have been pre-populated with data and information from their FY 2018 plans. States must carefully review and update this information to reflect FY 2019 activities prior to submission to FMCSA.

In addition, States are reminded to **not** include any personally identifiable information (PII) in the CVSP. The final

CVSP approved by FMCSA is required to be posted to a public FMCSA website.

Part 1 Section 2 - Mission/Goal Statement

Instructions:

Briefly describe the mission or goal of the lead State commercial motor vehicle safety agency responsible for administering this Commercial Vehicle Safety Plan (CVSP) throughout the State.

NOTE: Please do not include information on any other FMCSA grant activities or expenses in the CVSP.



Leadership in the Virginia State Police Motor Carrier Safety Unit appreciates the value of and the role the Motor Carrier Safety Assistance Program has had with respect to bolstering Virginia's overall highway safety. They also understand that to maintain the integrity of this program, initiatives operating under its auspices must be administered in a responsible and prudent fashion. It is in support of this objective that the following *Commercial Motor Vehicle Safety Plan* (CVSP), is proffered. This plan seeks to identify the specific means, methods, resources, and strategies to be dedicated and deployed during fiscal year (FY) 2019 to meet the goal of enhancing the overall safety of Virginia's roadways and highways. More specifically, it outlines the following:

1. The tailored investments which will be made to promote safe commercial motor vehicle transportation, including the transportation of passengers and hazardous materials;
2. the activities which will be conducted in order to generate the maximum reduction in the number and severity of commercial motor vehicle crashes and in fatalities¹ resulting from such crashes;
3. the means of enforcing effective motor carrier, commercial motor vehicle, and driver safety regulations and practices consistent with Federal requirements; and
4. the goals, performance standards, measures and benchmarks which will be used to assess and improve statewide performance.

While there is no specific section devoted to capturing exactly how the Virginia State Police Motor Carrier Safety Unit supports the activities identified in §350.201(q) and (t), *Code of Federal Regulations*, in the following 2019 eCVSP template, one can rest assured that there are mechanisms and activities in place that specifically address each of these provisions.

With respect to removing impaired CMV drivers from the highways, it should be noted that all Virginia State Police Motor Carrier Unit troopers have received training in regards to detecting the signs associated with driving while impaired or under the influence of alcohol or other drugs and each has received training and are intimately familiar with, the specific statutes and regulations which pertain to operating a commercial motor vehicle while legally impaired. Additionally, each member of the Virginia State Police Motor Carrier Unit is equipped with an approved and certified preliminary breath testing device and have received training on and have access to statutorily approved

evidential testing devices and or services. Furthermore, all Motor Carrier Safety Troopers regularly participate, not only in Commercial Vehicle Safety Alliance (CVSA) and Federal Motor Carrier Safety Administration (FMCSA) initiatives aimed at removing impaired CMV drivers off of Virginia's roadways, they also routinely participate in several state-wide initiatives geared at achieving the same result. It should also be noted that Virginia State Police Motor Carrier Safety troopers are well trained with respect to interdicting criminal activity of all kinds and use this training while on patrol and while conducting commercial motor vehicle roadside inspections and carrier investigations. Furthermore, special emphasis is placed on detecting and intercepting those engaged in human trafficking and those trafficking in other illegal contraband such as drugs, weapons, currency, and untaxed tobacco products.

Finally, the Virginia State Police does have a motor carrier training plan and it should be noted that in addition to the certifying components in place for certifying motor carrier inspectors, the Virginia State police conducts the required annual motor carrier in-service for all Virginia State Police Motor Carrier troopers and other agencies having the authority to conduct motor carrier inspections within the Commonwealth of Virginia.

¹ Current rate of incidence benchmarked at 0.114 per one hundred million vehicle miles traveled during calendar year 2018.

Part 1 Section 3 - MCSAP Structure Explanation

Instructions:

Briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant.

NOTE: Please do not include activities or expenses associated with any other FMCSA grant program.

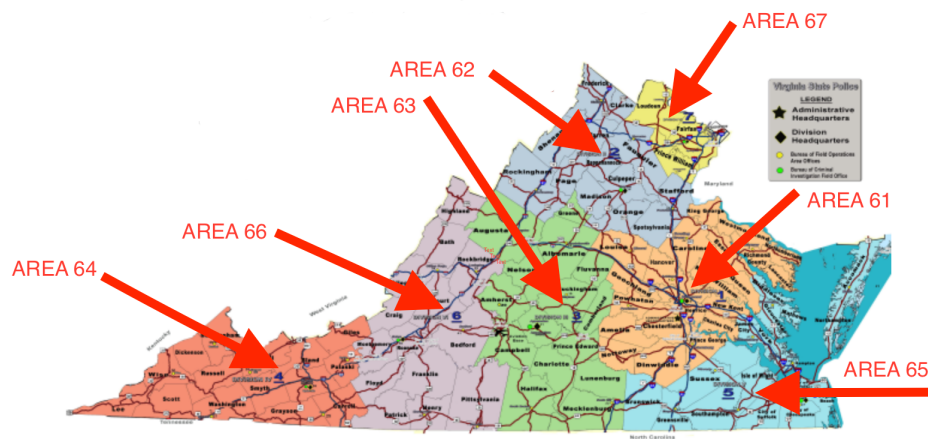
The lead Motor Carrier Safety Assistance Program (MCSAP) agency for the Commonwealth of Virginia is the Virginia Department of State Police (VSP). The specific unit within the VSP responsible for managing Virginia's overall motor carrier enforcement function and for developing, administering, and coordinating Virginia's *Commercial Motor Vehicle Safety Plan* is the Motor Carrier Safety Unit which is located in the Bureau of Field Operations' Safety Division which is headquartered in Richmond, Virginia.

Members of the Virginia State Police Motor Carrier Safety Unit (MCSU) are proud of the fact that the VSP was the first state police/highway patrol organization in the country to have members receive training in 1978 from the Traffic Safety Institute on Federal regulation dealing with "Entry Control on Motor Carriers," which was established by the Motor Carrier Act of 1935 and, which are now commonly referred to as Federal Motor Carrier Safety Regulations (FMCSR). They are also proud of the fact that the VSP has been involved in the MCSAP program since 1986 in one form or fashion.

Nevertheless, the VSP MCSU currently has 86 personnel positions, which are directly or indirectly funded through the MCSAP Grant fund. Of the 86 total funded personnel, 58, or 67.44%, are fulltime Motor Carrier Safety Troopers, seven (7), or 8.12%, are fulltime MCSU sergeants, one (1), or 1.16%, is a fulltime Motor Carrier first Sergeant, and one (1), or 1.16%, is a fulltime MCSU lieutenant. Additionally, the VSP MCSU currently has 10, or 11.6%, fulltime nonsworn personnel and nine (9), 10.46%, part-time nonsworn personnel.

Currently, the VSP MCSU has 58 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant certified to conduct Level I and III inspections and with the exception of the motor carrier Lieutenant the motor carrier First Sergeant, all of these personnel are certified to conduct hazardous materials inspections, cargo tank inspections and other bulk inspections. The VSP MCSU also has 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI Inspections. Furthermore, four (4) of the unit's members are certified by the National Training Center as associate staff instructors, one (1) trooper is certified and authorized by FMCSA to conduct compliance reviews, and nine (9) civilian personnel are certified to conduct New Entrant Safety Audits.

Map 1-3-1.0: Virginia State Police Motor Carrier Personnel Allocation



Virginia State Police Motor Carrier Safety Troopers are permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allows for the flexibility to reallocated manpower when the need arises or when special circumstances dictate a reallocation.

Nevertheless, the VSP MCSU's operational capabilities and effectiveness is augmented by an additional 20 troopers⁴ which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. The unit's operational capability is also enhanced by the fact that all of its sworn personnel are seasoned law enforcement professionals vested with full police authority and have extensive law enforcement experience and training which aids them daily in their role as a MCSU trooper. Furthermore, Virginia's MCSAP's capabilities and effectiveness is further augmented by the participation of 50 local police agencies,⁵ which are authorized to engage in CMV enforcement and outreach within the Commonwealth of Virginia.

¹Allocated among the seven (7) Safety Division Areas shown in Map 1-3-1.0.

²Two are Analyst positions and five are clerical positions.

³New Entrant Safety Auditors

⁴While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

⁵Allocation: ~150 motor carrier sanctioned and certified.

Part 1 Section 4 - MCSAP Structure**Instructions:**

Complete the following tables for the MCSAP lead agency, each subrecipient and non-funded agency conducting eligible CMV safety activities.

The tables below show the total number of personnel participating in MCSAP activities, including full time and part time personnel. This is the total number of non-duplicated individuals involved in all MCSAP activities within the CVSP. (The agency and subrecipient names entered in these tables will be used in the National Program Elements —Roadside Inspections area.)

The national program elements sub-categories represent the number of personnel involved in that specific area of enforcement. FMCSA recognizes that some staff may be involved in more than one area of activity.

Lead Agency Information	
Agency Name:	VIRGINIA DEPARTMENT OF STATE POLICE
Enter total number of personnel participating in MCSAP activities	102
National Program Elements	Enter # personnel below
Driver and Vehicle Inspections	87
Traffic Enforcement Activities	87
Investigations*	9
Public Education and Awareness	87
Data Collection and Reporting	7
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	50
Total # of MCSAP Participating Personnel:	150

Part 2 - Crash Reduction and National Program Elements

Part 2 Section 1 - Overview

Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2019 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.

In past years, the program effectiveness summary trend analysis and performance goals were separate areas in the CVSP. Beginning in FY 2017, these areas have been merged and categorized by the National Program Elements as described in [49 CFR 350.109](#). This change is intended to streamline and incorporate this information into one single area of the CVSP based upon activity type.

Note: *For CVSP planning purposes, the State can access detailed counts of its core MCSAP performance measures. Such measures include roadside inspections, traffic enforcement activity, investigation/review activity, and data quality by quarter for the current and past two fiscal years using the State Quarterly Report and CVSP Data Dashboard, and/or the CVSP Toolkit on the A&I Online website. The Data Dashboard is also a resource designed to assist the State with preparing their MCSAP-related quarterly reports and is located at: <http://ai.fmcsa.dot.gov/StatePrograms/Home.aspx>. A user id and password are required to access this system.*

In addition, States can utilize other data sources available on the A&I Online website as well as internal State data sources. It is important to reference the data source used in developing problem statements, baselines and performance goals/ objectives.

Part 2 Section 2 - CMV Crash Reduction

The primary mission of the Federal Motor Carrier Safety Administration (FMCSA) is to reduce crashes, injuries and fatalities involving large trucks and buses. MCSAP partners also share the goal of reducing commercial motor vehicle (CMV) related crashes.

Trend Analysis for 2013 - 2017

Instructions for all tables in this section:

Complete the tables below to document the State's past performance trend analysis over the past five measurement periods. All columns in the table must be completed.

- Insert the beginning and ending dates of the five most recent State measurement periods used in the Measurement Period column. The measurement period can be calendar year, Federal fiscal year, State fiscal year, or any consistent 12-month period for available data.
- In the Fatalities column, enter the total number of fatalities resulting from crashes involving CMVs in the State during each measurement period.
- The Goal and Outcome columns allow the State to show its CVSP goal and the actual outcome for each measurement period. The goal and outcome must be expressed in the same format and measurement type (e.g., number, percentage, etc.).
 - In the Goal column, enter the goal from the corresponding CVSP for the measurement period.
 - In the Outcome column, enter the actual outcome for the measurement period based upon the goal that was set.
- Include the data source and capture date in the narrative box provided below the tables.
- If challenges were experienced while working toward the goals, provide a brief narrative including details of how the State adjusted the program and if the modifications were successful.

ALL CMV CRASHES

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g. large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). Other can include injury only or property damage crashes.

Goal measurement as defined by your State: Large Truck Fatal Crashes per 100M VMT

If you select 'Other' as the goal measurement, explain the measurement used in the text box provided:

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2017	12/31/2017	93	0.1140	0.11
01/01/2016	12/31/2016	73	0.1140	0.09
01/01/2015	12/31/2015	75	0.1140	0.12
01/01/2014	12/31/2014	96	0.1140	0.12
01/01/2013	12/31/2013	95	0.1140	0.12

MOTORCOACH/PASSENGER CARRIER CRASHES

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g. large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, other, or N/A).

Goal measurement as defined by your State: Actual # Fatalities

If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2017	12/31/2017	5	0	5
01/01/2016	12/31/2016	5	0	5
01/01/2015	12/31/2015	5	0	5
01/01/2014	12/31/2014	7	0	7
01/01/2013	12/31/2013	6	0	6

Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

Hazardous material is anything that is listed in the hazardous materials table or that meets the definition of any of the hazard classes as specified by Federal law. The Secretary of Transportation has determined that hazardous materials are those materials capable of posing an unreasonable risk to health, safety, and property when transported in commerce. The term hazardous material includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, and all other materials listed in the hazardous materials table.

For the purposes of the table below, HM crashes involve a release/spill of HM that is part of the manifested load. (This does not include fuel spilled from ruptured CMV fuel tanks as a result of the crash).

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g., large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, other, or N/A).

Goal measurement as defined by your State: Actual # Fatalities

If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2017	12/31/2017	2	0	2
01/01/2016	12/31/2016	1	0	1
01/01/2015	12/31/2015	0	0	0
01/01/2014	12/31/2014	1	0	1
01/01/2013	12/31/2013	2	0	2

Enter the data sources and capture dates of the data listed in each of the tables above.
See below Data Review and Analysis Section.

Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.

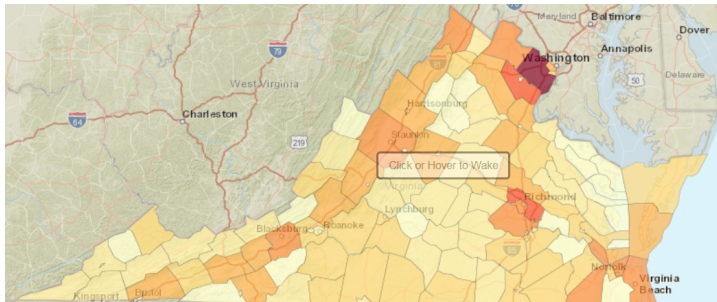
COMMERCIAL MOTOR VEHICLE CRASH DATA COMMONWEALTH OF VIRGINIA

REVIEW AND ANALYSIS

All CMV Crashes:

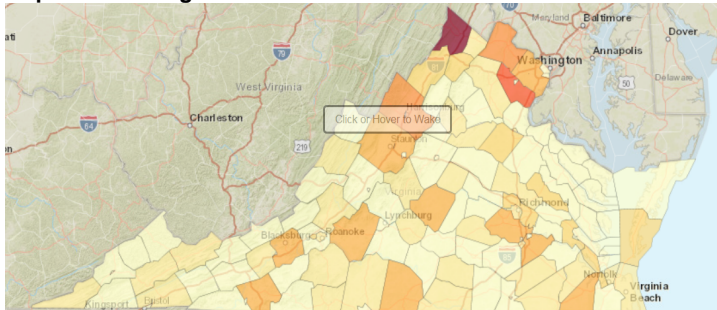
With respect to identifying the areas in Virginia with the highest frequency of **large truck and bus crashes** and the frequency of **large truck and bus crashes where a death resulted**, Map 2-2-1.0 provides a fairly clear picture of where these crashes are concentrated throughout the state. It appears that these crashes are the densest along the Interstate 81 (I-81), corridor, the Interstate 95 (I-95) corridor, and along the Interstate 64 (I-64) corridor and it appears that the rate of incidence radiates away from these areas. It also appears that along these corridors, the rate is highest in and around geographic areas which are the most densely populated. These areas are Northern Virginia, Richmond, Roanoke, and the Tidewater area.

Map 2-2-1.0: Large Trucks & Buses Crash Involvements (CY-2017)



Source: <https://ai.fmcsa.dot.gov/gis/tools/safeteyevent/>, Year 2017: July 10, 2018.

Map 2-2-1.1: Large Trucks and Buses Crash Involvements with a Death Attached (CY-2017)



Source: <https://ai.fmcsa.dot.gov/gis/tools/safeteyevent/>, Year 2017: July 1, 2018.

This section examines the specific statistics pertaining to deaths resulting from vehicle crashes involving large trucks in Virginia during the reporting period (2013-2017). Table 2-2-1.0 provides a summary detailing the statistics whereby death has resulted from vehicle crashes involving large trucks during the reporting period. The data reveals the total number of fatalities on a yearly basis and it also shows the incidence of death expressed in deaths per 100 million vehicle miles traveled (100M VMT) so as to provide perspective with respect to how Virginia's rate of incidence compares with the FMCSA's established benchmark of 0.114 deaths per 100M VMT. With respect to these types of death's, the data shows that Virginia has averaged 93.4 deaths per year resulting from these crashes, which equates to .112 deaths per 100M VMT per year. It is particularly noteworthy that this statistic is **0.002 deaths** per 100M VMT **lower** than the FMCSA goal (.114 deaths per 100M VMT).

Table 2-2-1.0: Large Truck Fatal Crashes in Virginia

Per 100M VMT (2013 - 2017)

Year	Goal (Deaths per 100M VMT)	Outcome (Deaths per 100M VMT)	Fatalities
2013 ¹	0.114	0.12	95 ⁶
2014 ²	0.114	0.12	96 ⁷
2015 ³	0.114	0.12	95 ⁸
2016 ⁴	0.114	0.09	88 ⁹
2017 ⁵	0.114	0.11	93 ¹⁰
Mean	n/a	0.112	93.4

Motor Coach/Passenger Carrier Crashes:

This section takes a broad look at vehicle crashes involving Motor Coach/Passenger Carrier crashes in Virginia for the reporting period (2013-2017). Specifically, this section looks at the rate of incidence with respect to fatality crashes, non-fatality crashes, and injury crashes involving a motor coach/passenger carrier. In this instance, the data shows that with respect to **"non fatality" crashes**, there was a gradual decline in the rate of incidence from 2013 to the later part of 2015, however, it seems that in 2016 the rate started trending upward and in **2017**, the rate started **trending downward** and continues in that direction.

In regards to **"injury crashes"**, there appears to have been some fluctuation in the frequency between 2013 and the later part of 2015, however, in 2016, this rate appears to have declined and it appears that it continues to **trend downward**. The rate of incidence regarding fatality data associated with these types of crashes are discussed in greater detail below and in regards to the rate of incidence pertaining to the **aggregate** number of motor coach/passenger carrier crashes, there appears to have been a slight fluctuation between 2013 and the later part of 2016. However in 2016, the frequency rate appears to have started **trending downward** and it appears to continue in that fashion.

Table 2-2-2.0:**Total Motor Coach/Passenger Carrier Crashes in Virginia (2013 - 2017)**

Year	Non Fatality Crashes	Injury Crashes	Fatality Crashes	Total
2013 ¹	463 ¹¹	446 ¹¹	6 ¹¹	469 ¹¹
2014 ²	455 ¹²	439 ¹²	7 ¹²	462 ¹²
2015 ³	445 ¹³	487 ¹³	5 ¹³	450 ¹³
2016 ⁴	471 ¹⁴	470 ¹⁴	5 ¹⁴	476 ¹⁴
2017 ⁵	435 ¹⁵	431 ¹⁵	5 ¹⁵	440 ¹⁵
Total	2269	2273	28	2297
Mean	453.8	454.6	5.6	459.4

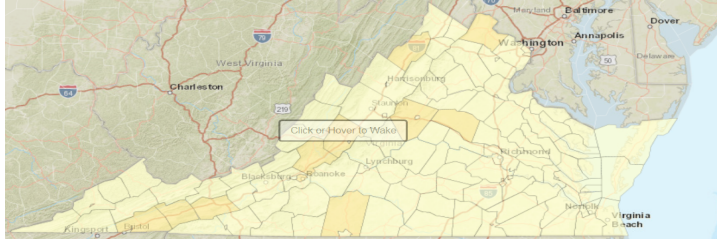
This section focuses on the statistics pertaining to deaths attributed to vehicle crashes wherein there was a motor coach/passenger carrier involved. Table 2-2-2.1 provides a summary of statistics detailing these types of deaths for the reporting period (2013 - 2017). This table also details the number of deaths and compares it with the established goal (0), which yields the "outcome" statistic. The data shows that in regards to these types of deaths, on average, there were 5.6 deaths and it is important to note that the incidence rate appears to be **trending on a plane**, at a rate of 5 death's per year.

Table 2-2-2.1: Motor Coach/Passenger Carrier Fatalities in Virginia (2013 - 2017)

Year	Fatalities	Goal	Outcome
2013 ¹	6 ¹⁶	0	6 ¹⁶
2014 ²	7 ¹⁷	0	7 ¹⁷
2015 ³	5 ¹⁸	0	5 ¹⁸
2016 ⁴	5 ¹⁹	0	5 ¹⁹
2017 ⁵	5 ²⁰	0	5 ²⁰
Mean	5.6	n/a	5.6

Hazardous Materials (HM) Crashes:

Map 2-2-3.0, shown below, illustrates the frequency and location of crashes where there was a HM placard attached to one of the vehicles involved during the reporting period (2017). Specifically, the data shows that South Western Virginia, the Blacksburg area, Western Central Virginia, and Eastern and South Eastern Virginia had the highest incidence of these types of crashes.

Map 2-2-3.0: # of Crashes Where a Hazardous Materials Placard was Attached (2017)

Source: [https://ai.fmcsa.dot.gov/gis/tools/safety event/](https://ai.fmcsa.dot.gov/gis/tools/safety%20event/), Year 2017: July 10, 2018.

This section examines the incidence of crashes where there was a **hazardous material (HM) placard present** on at least one of the vehicles involved for the reporting period 2013 - 2017. Table 2-2-3.0 shows that during the reporting period (2013 - 2017), there were on average 97.6 such crashes per year in Virginia and for the most part, with respect to these types of crashes, during the time period (2013 through 2015), the rate of incidence seems to have been relatively stable at a little over 100 such crashes, however, during the time period (2015 - 2016) there seems to have been a precipitous fall in the rate of incidence involving such crashes, however, it seems that in **2017** the rate started to **trend upwards**.

Table 2-2-3.0: Hazardous Material-Related Crashes in Virginia (2012 - 2016)

Year	HM Placard Present
2013 ¹	105 ²¹
2014 ²	106 ²²
2015 ³	103 ²³
2016 ⁴	77 ²⁴
2017 ⁵	97 ²⁵
Total	488
Mean	97.6

This section focuses on the statistics pertaining to deaths attributed to vehicle crashes wherein there was a hazardous material (HM) being transported and where there was a HM release/spill. Table 2-2-3.1 gives a summary of statistics detailing these types of deaths for the reporting period (2013 - 2017). With respect to these types of deaths, this table specifies the number of deaths and compares it with the stated goal (0), which yields the "outcome" statistic. During reporting period, the data reveals that, on average, there was one (1) such death in Virginia per year, with the most, two (2), happening in 2013 and the least, zero (0), occurring in 2015.

Table 2-2-3.1: Hazardous Material-Related Fatalities with Release of Cargo for Large Trucks in Virginia (2012 - 2016)

Year	Fatalities	Goal	Outcome
2013 ¹	2 ²⁶	0	2 ²⁶
2014 ²	1 ²⁷	0	1 ²⁷
2015 ³	0 ²⁸	0	0 ²⁸
2016 ⁴	1 ²⁹	0	1 ²⁹
2017 ⁵	2	0	2
Mean	1.2	n/a	1.2

CHALLENGES

One challenge facing the VSP MCSU is the one associated with the inspection of motor coach/passenger carriers. Specifically, it continues to grapple with how exactly to inspect these types of carriers with greater frequency given the

fact that these inspections, for all intensive purposes, can, pursuant to and in accordance with 49 U.S.C., § 31102(c)(2), only be inspected through inspections which are conducted at the "carrier facility" and by inspections conducted at the destination. As such, overcoming the logistics associated with "carrier facility" and "destination" inspections is somewhat challenging because, in the past, it has been difficult for each Safety Division area to conduct these inspections due to the fact that all seven area's shared one (1) set of bus ramps. Therefore, in an effort to maximize the VSP MCSU's ability to conduct additional motor coach/passenger carrier inspections, each Safety Division Area Office has been equipped with a set of bus ramps, a trailer to transport the ramps, and a vehicle to pull the trailer so that additional "carrier facility" inspections and "destination" inspections may be conducted in each Safety Division area.

Another challenge that the VSP MCSU continues to encounter is associated with its ability to conduct port checks. The Commonwealth of Virginia has several ports located throughout the Tide Water Area. Currently, the VSP MCSU has 58 MCSU troopers strategically stationed throughout the Commonwealth of Virginia. The challenge here is rooted in the availability of manpower. Specifically, there just are not enough MCSU personnel assigned to this particular region of the state with which to adequately give the ports of Virginia additional attention. However, in an effort to mitigate this problem, plans have been made to hold two (2), one (1) week port check operations one (1) the Spring and one (1) in the Fall) during 2019 whereby MCSU troopers and other CMV resources will be brought into the area and focused on conducting large scale port checks throughout the region.

¹ January 1, 2013 to December 31, 2013.

² January 1, 2014 to December 31, 2014.

³ January 1, 2015 to December 31, 2015.

⁴ January 1, 2016 to December 31, 2016.

⁵ January 1, 2017 to December 31, 2017.

⁶ U.S. Department of Transportation, Federal Motor Carrier Safety Administration, Office of Analysis, Research and Technology, *2015 Pocket Guide to Large Truck and Bus Statistics*, April, 2015, 32.

⁷ *Ibid.*, 32.

⁸ U.S. Department of Transportation, Federal Motor Carrier Safety Administration, Office of Analysis, Research and Technology, *2016 Pocket Guide to Large Truck and Bus Statistics*, May, 2016, 36.

⁹ U.S. Department of Transportation, Federal Motor Carrier Safety Administration, Office of Analysis, Research and Technology, *2017 Pocket Guide to Large Truck and Bus Statistics*, May, 2016, 37.

¹⁰ *Ibid.*, 37.

¹¹ <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx?enc=VRcg+nobgo6myAh1r0RFOqBnw3p+vVCMdNYM8%3d>, Year 2012, July 26: 2017, S. L. Stewart.

¹² <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx?enc=VRcg+nobgo6myAh1r0RFOqBnw3p+vVCMdNYM8%3d>, Year 2013 - 2017: July 26, 2017, S. L. Stewart.

¹³ *Ibid.*

¹⁴ *Ibid.*

¹⁵ <http://ai.fmcsa.dot.gov/crashStatistics/Default.aspx?enc=Vrcg+nObgmyAbhlr0q00NIqBnw30+vVcmdNYM8%3d>

¹⁶ <https://ai.fmcsa.dot.gov/CrashStatistics/Default.aspx?enc=Vrcg+nObgo6myAbh1r0RFOq00NIqBnw3p+vVCMdNYM8%3d>, July 26, 2017, S. L. Stewart.

¹⁷ *Ibid.*

¹⁸ *Ibid.*

¹⁹ *Ibid.*

²⁰ *Ibid.*

²¹ <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt>, Year 2013: July 29, 2017, S. L. Stewart.

²² <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt>, Year 2014: July 29, 2017, S. L. Stewart.

²³ <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt>, Year 2015: July 29, 2017, S. L. Stewart.

²⁴ <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt>, Year 2016: July 29, 2017, S. L. Stewart.

²⁵ <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, Year 2017: July, 10, 2018, S. L. Stewart.

²⁶ <https://ai.fmcsa.dot.gov/CrashStatistics/rptHazmat.aspx?rpt=HMPL>, July 27, 2017, S. L. Stewart.

²⁷ *Ibid.*

²⁸ *Ibid.*

²⁹Ibid.

Narrative Overview for FY 2019

Instructions:

The State must include a reasonable crash reduction goal for their State that supports FMCSA's mission to reduce the national number of crashes, injuries and fatalities involving commercial motor vehicles. The State has flexibility in setting its goal and it can be based on raw numbers (e.g., total number of fatalities or CMV crashes), based on a rate (e.g., fatalities per 100 million VMT), etc.

Problem Statement Narrative: Describe the identified problem, include baseline data and identify the measurement method.

COMMERCIAL MOTOR VEHICLE CRASH REDUCTION GOAL COMMONWEALTH OF VIRGINIA 2019

FMCSA's bell weather for commercial motor vehicle safety is the incidence of death per 100M VMT. Over the most recent five (5) year reporting period Virginia has an averaged incidence rate of 0.112 deaths per 100M VMT and for the CY 2017, the incidence of these types of death was 0.11 deaths per 100M VMT. Additionally, the mean incidence rate for Virginia for the reporting period (2013-2017) is 0.002 deaths per 100M VMT less than the FMCSA's benchmark and the rate of incidence for CY 2016 for Virginia is 0.004 deaths per 100M VMT less than the FMCSA benchmark. Regardless of how promising this trend is, leadership in the VSP MCSU is acutely aware that one traffic death, regardless of type is one too many and therefore, the VSP MCSU will continue to strive to promote policies and efforts geared at reducing this statistic. Therefore, with respect to 2019, the FMCSA benchmark (0.114 deaths per 100M VMT) for crashes involving large trucks and buses will be used as a key indicator of how Virginia compares in regards to these types of crashes. Additionally, members of the VSP MCSU will certainly continue to engage in efforts to reduce this statistic even further, and it is fully anticipated that this incidence rate **for large trucks and buses will remain below 0.114 deaths per 100 VMT in Virginia during and through 2019.**

Table 2-2-2.0, shows that for the reporting period (2013-2017) there were a **total of 2,297** crashes involving passenger carriers and mean rate of incidence for the reporting period (2013-2017) of 459.4 crashes per year and it appears that this rate of incidence is **trending downward**. Additionally, the data shows, that there were a total of 28 crashes, involving a passenger carrier during the reporting period with an average incident rate of 5.6 deaths per year and the data shows that the aggregate number associated with this statistic is currently **trending downward**. Regardless of what the trend is when discussing traffic safety, again, one traffic-related death is one too many and therefore, the VSP MCSU will continue to strive and engage in efforts to reduce this statistic and will use as its goal, zero (0), deaths caused by passenger carrier-related crashes for evaluation purposes for 2019. With respect to the overall rate of frequency of passenger carrier crashes in Virginia, it is hoped that the additional passenger carrier inspections to be conducted during 2019, as discussed above, will help to reverse the trend currently associated with these types of crashes.

With respect to **HM-related crashes in Virginia** for the reporting period (2013 - 2017), there were a total of 488 crashes where there was a HM placard attached to one of the vehicles involved. On average, the rate of incidence for this type of crash during the reporting period is 97.6. As discussed above, the **rate of incidence** with respect to these types of crashes is **trending at a steady rate**. With respect to **deaths attached** to these types of crashes, Table 2-2-3.1 shows that over the reporting period identified above, there were five (4) such deaths. The **mean rate of incidence** pertaining to these types of death during the reporting period is 1 per year and the overall **trend** currently appears to be trending **at a steady rate**. Again, regardless of what the trend is when discussing traffic safety, one traffic-related death is one too many and therefore, the VSP MCSU will continue to strive and engage in efforts to reduce this statistic and will use as its goal, zero (0) deaths caused by HM-related vehicle crashes for evaluation purposes for 2019. Members of the VSP MCSU will continue to engage in efforts specifically directed towards HM carriers, such as HM tank inspections in an effort to null this statistic.

Enter the data source and capture date:

See above Data Review and Analysis Section.

Projected Goal for FY 2019

Enter Crash Reduction Goal:

See above Crash Reduction Goal Section.

Program Activities: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.

**MOTOR CARRIER SAFETY ASSISTANCE PROGRAM ACTIVITIES
COMMONWEALTH OF VIRGINIA
2019**

Table 2-2-4.0, shown below indicates the anticipated number of man hours to be directly devoted towards MCSAP activities in Virginia for 2019. Please note that these figures are rough estimates and do not account for leave, which may be taken by VSP MCSU members nor do they account for ancillary duties³⁰ that these members may diverted for. Additionally, these figures are based on the maximum number of positions allocated to the VSP MCSU (58) and do not account for vacancies which may or may not be in existence during 2019. It is important to note that every attempt to devote the following man hours towards MCSAP activities will be made, however, due to an inability to forecast the availability of personnel resources in advance the following disclaimer should be noted. The following estimates do not constitute a warranty or contract with respect to the provision of the following resources, as outlined below, to be dedicated towards MCSAP activities by the Virginia State Police.

Table 2-2-4.0: MCSAP Manpower Resource Allocation

MCSAP Manpower Resource	Annual MCSAP Man Hours
VSP Motor Carrier Safety Unit Troopers (58)	120,971.76 ³¹
VSP Motor Carrier Patrol Troopers (20)	5,214.3 ³²
VSP Motor Carrier Supervisors	11,471.46 ³³
Total	139,743.24

Concurrent with the application of the above estimated resources, the VSP MCSU will continue to devote resources to the following MCSAP activities all of which are hoped to contribute to the reduction of CMV-related motor vehicle crashes in Virginia:

- Provide annual motor carrier in-service training for all VSP MCSU personnel and for local law enforcement agencies having motor carrier certified personnel.
- Conduct commercial motor vehicle inspections, including motor coach/passenger carriers, HM carriers and cargo tanks inspections (which to date has **historically** totaled approximately **35,000 inspections** annually).
- Participate in special CMV initiatives such as "Safe Drive," the Commercial Vehicle Safety Alliance's (hereinafter referred to as CVSA) "Brake Check," and "Road Check," and FMCSA's cargo tank strike force.
- Conduct 84 CMV consolidated HM initiatives across the state.
- Conduct 28 CMV data-driven CMV and regionally consolidated initiatives across the state.
- Deliver in outreach products to both CMV operators and drivers as well as the general public.
- Conduct two (2) concentrated week-long port checks annually (one (1) in the Spring and one (1) in the fall.
- Assist, through the examination and evaluation of the CMV and driver involved, with crash investigations involving CMVs.

³⁰Per the public safety personnel clause in the Grant Agreement which allows for MCSAP man hours to be diverted for exigent or extraordinary or unusual public safety circumstances.

³¹(58 VSP MCSU troopers x 40 hrs.) x 52.143 = 123,057.48 hrs.

³²(20 VSP Patrol troopers x 5 hrs.) x 52.143 = 5214.3

³³{(4 VSP MCSU Sergeants x 40 hrs.) x 52.143} + {(3 VSP Safety Division Sergeants x ~20) x 52.143}

Performance Measurements and Monitoring: The State will monitor the effectiveness of its CMV Crash Reduction Goal quarterly and annually by evaluating the performance measures and reporting results in the required Standard Form - Performance Progress Reports (SF-PPRs).

Describe how the State will conduct ongoing monitoring of progress in addition to quarterly reporting.

MONITORING OF COMMERCIAL MOTOR VEHICLE CRASH REDUCTION EFFORTS

COMMONWEALTH OF VIRGINIA

2019

Supervision at the area level will continue to monitor the individual *Weekly and Activity Reports* that all VSP MCSU troopers are required to submit weekly, which captures the summons and arrest activities for both CMVs and non CMVs as well as the aggregate number of inspections each member conducts on a weekly basis. Area level supervision will also continue to collect and report data required to be reported on the SF-PPR and data associated with any and all "special enforcement projects," and forms submitted in conjunction with CMV safety presentations conducted by VSP MCSU members. Area supervision along with Divisional supervision will routinely monitor FMCSA's A & I data bases and indices along with data available from other FMCSA databases which may serve to inform the decision making process with respect to CMV policy decisions and decisions pertaining to crafting CMV enforcement models, tactics, and strategies.

The VSP MCSU will also continue to monitor the number and types crashes involving commercial motor vehicles in Virginia through the routine monitoring of *Safetynet's* reporting system and through data obtained through the *Traffic Records Electronic Data System* (TREDS). Following is a description of this data system:³⁴

"The main goal of **TREDS (Traffic Records Electronic Data System)** is to provide accurate, timely and detailed highway safety information for analysis and reporting. The data from TREDS is used to support Virginia's efforts to reduce crashes, injuries, fatalities and associated costs. Through TREDS, Virginia now has one of the most effective and innovative information technology tools in the nation to identify and address its highway safety concerns.

This state-of-the-art, automated data system centralizes all of Virginia's crash data and related information. It allows for the electronic submission of police crash reports, scanning of crash data submitted on paper reports at DMV, electronic mapping for locating the crash while completing the crash report, electronic crash diagramming, and integration with other data systems for enhanced data mining, analysis and reporting at various levels.

The comprehensive data housed in TREDS is the foundation of highway safety in Virginia. The information serves as a performance measurement tool that reflects Virginia's efforts to improve highway safety. TREDS traffic crash information can be used to:

- Conduct problem identification and the development of resolutions for safety programs
- Create and implement effective, integrated safety programs and initiative
- Conduct education and awareness initiative
- Make executive management decision

- Award and target federal highway safety funding
- Make key legislative decisions that impact citizen safety on our roadway
- Targeting local and state law enforcement efforts
- Make engineering and construction improvements to our roadways
- Work with partnering organizations to develop coordinated, innovative approaches to improve highway safety

TREDS will pave the way for Virginia's effort to develop and implement effective safety programs that will make Virginia's roadways among the safest in the country."

Additionally, there are agency reporting requirements which dictate that these statistics are collected, analyzed, and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent unit which reports directly and only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released *Virginia State Police Facts and Figures Report*. A copy of this report may be found at http://www.vsp.state.va.us/downloads/Annual_Report_Facts_Figures/Update-%202013%20Facts%20and%20Figures1.pdf. This review serves to provide a benchmark with respect to the VSP MCSU's past performance and serves as another, for lack of a better word, safety mechanism with respect to maintaining and maximizing performance and efficiencies in regards to the unit's work product.

Finally, The VSP MCSU enjoys a strong and productive relationship with the FMCSA Division Administrator's (hereinafter referred to as DA) office and leadership of the VSP MCSU routinely meet with the DA and or his staff to discuss the all components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

³⁴Virginia Department of Motor Vehicles, *Traffic Records Electronic Data System*, <https://www.treds.virginia.gov>: July 12, 2017, S. L. Stewart

Part 2 Section 3 - Roadside Inspections
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In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2019.

Note: *In completing this section, do NOT include border enforcement inspections. Border Enforcement activities will be captured in a separate section if applicable.*

Trend Analysis for 2013 - 2017

Inspection Types	2013	2014	2015	2016	2017
Level 1: Full	17443	16874	17251	17198	16049
Level 2: Walk-Around	7400	5113	3338	3517	3865
Level 3: Driver-Only	6668	8860	14510	13207	11544
Level 4: Special Inspections	0	11	0	0	42
Level 5: Vehicle-Only	424	436	495	247	412
Level 6: Radioactive Materials	3	0	0	1	1
Total	31938	31294	35594	34170	31913

Narrative Overview for FY 2019

Overview:

Describe components of the State's general Roadside and Fixed-Facility Inspection Program. Include the day-to-day routine for inspections and explain resource allocation decisions (i.e., number of FTE, where inspectors are working and why).

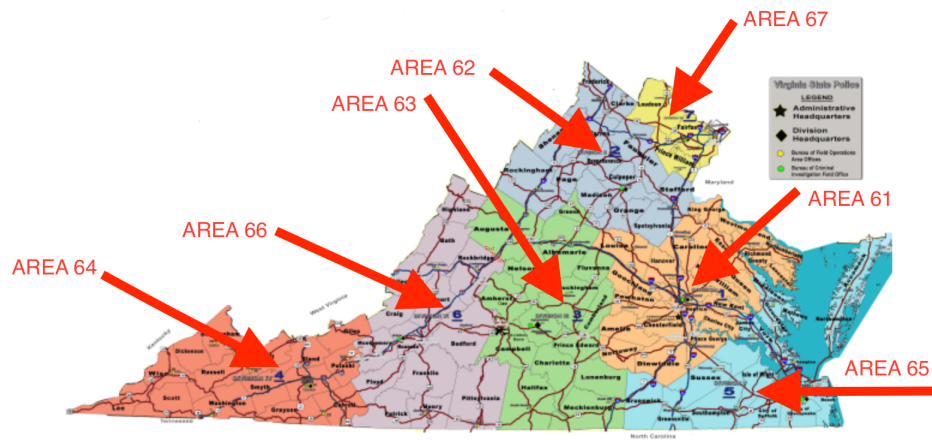
Enter a narrative of the State's overall inspection program, including a description of how the State will monitor its program to ensure effectiveness and consistency.

**MOTOR CARRIER ROADSIDE INSPECTION PROGRAM
COMMONWEALTH OF VIRGINIA
2019**

Road Side Inspector Allocation

Currently, the VSP MCSU has 58 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant certified to conduct Level I and III inspections and with the exception of the motor carrier Lieutenant the motor carrier First Sergeant, all of these personnel are certified to conduct hazardous materials inspections, cargo tank inspections and other bulk inspections. The VSP MCSU also has 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI Inspections.

Map 2-3-1.0: Virginia State Police Motor Carrier Safety Unit Manpower Allocation



Virginia State Police Motor Carrier Safety Troopers are and will continue to be permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are and will continue to be made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allow for the flexibility to reallocated manpower when the need arises or when special circumstances dictate a reallocation.

When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV outreach activities, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to patrol his/her assigned duty post in an efficient and effective manner. Additionally, while on patrol, each VSP MCSU trooper is expected to conduct CMV roadside inspections and is expected to enforce both federal and state CMV statutes and regulations within their assigned duty post. It is also expected that these efforts are to be deployed to the areas which are most in need of such service. Motor Carrier Safety Unit troopers alternate between working day and evening shift and are required to work some holidays. The overnight hours are typically handled with an on-call-system.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

DATA REVIEW AND ANALYSIS

This section provides a holistic view of the VSP MCSU's roadside inspection program activities from 2013 through 2017. The following table lists and illustrates the trends associated with each type of roadside inspection conducted in Virginia during the reporting period.

During the reporting period, the VSP MCSU conducted a **total of 164,909** roadside inspections with an **average** yearly rate of **32,981** and is **trending steadily**. During the reporting period, "**Level 1: Full inspections**," accounted for **51.52%** of the total amount of roadside inspections conducted by the VSP MCSU, which is well above the 25% inspection rate for these types of inspections as suggested¹ by FMCSA. It is also worth noting that the data shows that this rate is **trending steadily** at a rate **above 50%**. The data also shows that the average frequency of "**Level 3: Driver Only**" inspections during the reporting period meets the FMCSA suggested² rate of 33%.

Table 2-3-1.0: Roadside Inspection History (2013-2017)

	3	4	5	6	7							
Inspection Types	2013	2013%	2014	2014%	2015	2015%	2016	2016%	2017	2017%	Total	Mean
Level 1	17443	54.62%	16874	53.92%	17251	48.47%	17198	50.33%	16049	50.29%	84815	16963
Level 2	7400	23.17%	5113	16.34%	3338	9.38%	3517	10.29%	3865	12.11%	23233	4646.6
Level 3	6668	20.88%	8860	28.31%	14510	40.77%	13207	38.65%	11544	36.17%	54789	10957.8
Level 4	0	0.00%	11	0.04%	0	0.00%	0	0.00%	42	0.13%	53	10.6
Level 5	424	1.33%	436	1.39%	495	1.39%	247	0.72%	412	1.29%	2014	402.8
Level 6	3	0.01%	0	0.00%	0	0.00%	1	0.00%	1	0.00%	5	1
Total	31938	100.00%	31294	100.00%	35594	100.00%	34170	100.00%	31913	100.00%	164909	32981.8

MONITORING PLAN

The VSP MCSU will continue, as it has in the past to monitor the number and types of roadside inspections its members conduct through routine monitoring of Safetynet's reporting system. More, specifically, as these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Leadership will continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report.⁸ This document is used by leadership in the VSP MCSU to gauge the unit's efforts in regards to the number and types of inspections being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis.

Finally, the VSP MCSU enjoys a strong and productive relationship with the FMCSA DAs office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

¹United States Department of Transportation, Federal Motor Carrier Safety Administration, *Motor Carrier Safety Assistance Program - Grant Comprehensive Policy*, Version 3.0, Washington DC: June 2016, 34.

²Ibid., 34.

³United States Department of Transportation, Federal Motor Carrier Safety Administration, *Inspection MCSAP Quarterly Report*, Safetynet: January 1, 2013 to December 31, 2013, July 11, 2018.

⁴United States Department of Transportation, Federal Motor Carrier Safety Administration, *Inspection MCSAP Quarterly Report*, Safetynet: January 1, 2014 to December 31, 2014, July 11, 2018, K. Smith.

⁵United States Department of Transportation, Federal Motor Carrier Safety Administration, *Inspection MCSAP Quarterly Report*, Safetynet: January 1, 2015 to December 31, 2015, July 11, 2018.

⁶United States Department of Transportation, Federal Motor Carrier Safety Administration, *Inspection MCSAP Quarterly Report*, Safetynet: January 1, 2016 to December 31, 2016, July 11, 2018.

⁷United States Department of Transportation, Federal Motor Carrier Safety Administration, *Inspection MCSAP Quarterly Report*, Safetynet: January 1, 2017 to December 31, 2017, July 11, 2018.

⁸http://www.vsp.state.va.us/Annual_Report.shtm.

Projected Goals for FY 2019

Instructions for Projected Goals:

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Year 2019. For FY 2019, there are separate tabs for the Lead Agency, Subrecipient Agencies, and Non-Funded Agencies—enter inspection goals by agency type. Enter the requested information on the first three tabs (as applicable). The Summary table totals are calculated by the eCVSP system.

To modify the names of the Lead or Subrecipient agencies, or the number of Subrecipient or Non-Funded Agencies, visit [Part 1, MCSAP Structure](#).

Note: Per the [MCSAP Comprehensive Policy](#), States are strongly encouraged to conduct at least 25 percent Level 1 inspections and 33 percent Level 3 inspections of the total inspections conducted. If the State opts to do less than these minimums, provide an explanation in space provided on the Summary tab.

MCSAP Lead Agency

Lead Agency is: VIRGINIA DEPARTMENT OF STATE POLICE

Enter the total number of certified personnel in the Lead agency: 85

Projected Goals for FY 2019 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	13048	1797	31	14876	49.59%
Level 2: Walk-Around	4138	448	33	4619	15.40%
Level 3: Driver-Only	9360	600	24	9984	33.28%
Level 4: Special Inspections	4	0	0	4	0.01%
Level 5: Vehicle-Only	307	20	189	516	1.72%
Level 6: Radioactive Materials	0	1	0	1	0.00%
Sub-Total Lead Agency	26857	2866	277	30000	

MCSAP subrecipient agency

Complete the following information for each MCSAP subrecipient agency. A separate table must be created for each subrecipient.

You have not entered any subrecipient information. Visit Part 1, MCSAP Structure to add subrecipient information.

Non-Funded Agencies

Total number of agencies:	50
Enter the total number of non-funded certified officers:	140
Enter the total number of inspections projected for FY 2019:	0

Summary

Projected Goals for FY 2019 - Roadside Inspections Summary

Projected Goals for FY 2019 Summary for All Agencies					
MCSAP Lead Agency: VIRGINIA DEPARTMENT OF STATE POLICE					
# certified personnel: 85					
Subrecipient Agencies:					
# certified personnel: 0					
Number of Non-Funded Agencies: 50					
# certified personnel: 140					
# projected inspections: 0					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	13048	1797	31	14876	49.59%
Level 2: Walk-Around	4138	448	33	4619	15.40%
Level 3: Driver-Only	9360	600	24	9984	33.28%
Level 4: Special Inspections	4	0	0	4	0.01%
Level 5: Vehicle-Only	307	20	189	516	1.72%
Level 6: Radioactive Materials	0	1	0	1	0.00%
Total ALL Agencies	26857	2866	277	30000	

Note: If the minimum numbers for Level 1 and Level 3 inspections are less than described in the [MCSAP Comprehensive Policy](#), briefly explain why the minimum(s) will not be met.

Please note that the number and type of roadside inspections conducted by "non-funded" agencies are not tracked due to the fact that the "non-funded" agencies conducting roadside inspections in Virginia do not have access to upload inspection results to FMCSA.

Part 2 Section 4 - Investigations

Describe the State's implementation of FMCSA's interventions model for interstate carriers. Also describe any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort. Data provided in this section should reflect interstate and intrastate investigation activities for each year.



The State does not conduct investigations. If this box is checked, the tables and narrative are not required to be completed and won't be displayed.

Trend Analysis for 2013 - 2017

Investigative Types - Interstate	2013	2014	2015	2016	2017
Compliance Investigations	0	0	0	0	4
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	11	3	3	1	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	18	37	43	5	13
CSA On-Site Comprehensive	0	6	3	3	0
Total Investigations	29	46	49	9	17
Total Security Contact Reviews	1	5	4	0	1
Total Terminal Investigations	0	0	0	6	0

Investigative Types - Intrastate	2013	2014	2015	2016	2017
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	0	0	0	0	0
CSA On-Site Focused/Focused CR	0	0	0	0	0
CSA On-Site Comprehensive	0	0	0	0	0
Total Investigations	0	0	0	0	0
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

Narrative Overview for FY 2019**Instructions:**

Describe the State's implementation of FMCSA's interventions model to the maximum extent possible for interstate carriers and any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort.

Projected Goals for FY 2019

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2019.

Projected Goals for FY 2019 - Investigations		
Investigative Type	Interstate Goals	Intrastate Goals
Compliance Investigations	2	0
Cargo Tank Facility Reviews	0	0
Non-Rated Reviews (Excludes CSA & SCR)	1	0
CSA Off-Site	0	0
CSA On-Site Focused/Focused CR	5	0
CSA On-Site Comprehensive	0	0
Total Investigations	8	0
Total Security Contact Reviews	0	0
Total Terminal Investigations	1	0

Add additional information as necessary to describe the carrier investigation estimates.

See "Program Activities" below.

Program Activities: Describe components of the State's carrier investigation activities. Include the number of personnel participating in this activity.

**MOTOR CARRIER INVESTIGATIONS
VIRGINIA STATE POLICE**

DATA REVIEW AND ANALYSIS

It should be noted that the VSP MCSU only has one (1) trooper certified and authorized to conduct motor carrier investigations.

Nevertheless, the data for the reporting period¹ (2013 - 2017), shown in the following table reveals that since 2013, there has been a precipitous decline in regards to the incidence rate of **interstate investigations** conducted by the VSP MCSU and the data supports the notion that the frequency of these investigations is **trending downward**.

Furthermore, with the exception of "CSA On-Site Comprehensive Investigations" and "Total Terminal Investigations," this trend is mirrored in each of the types of investigations listed below.

In an effort to bolster these numbers, leadership in the VSP MCSU will explore the feasibility of having additional MCSU certified to conduct compliance investigations in the future.

**Table 2-4-1.0: Virginia State Police Motor Carrier
Interstate Investigations (2013 - 2017)**

Interstate Investigations ²	2013	2014	2015	2016	2017	MEAN
Compliance investigations	0	0	0	0	4	.8
Cargo Tank Facility Reviews	0	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	11	3	3	1	0	3.6

CSA Off-Site	0	0	0	0	0	0
CSA On-Site Focused/Focused CR	18	37	43	5	13	23.2
CSA On-Site Comprehensive	0	6	3	3	0	2.4
Total Security Contact Reviews	1	5	4	0	1	2.5
Total Terminal Investigations	0	0	0	6	0	1.2
Total Investigations	29	46	49	9	18	23

¹Data for 2012 is not available in the "Analysis & Information On line" database.

²U.S. Department of Transportation, Federal Motor Carrier Administration, Analysis & Information On line, Reviews, By Type, 2013 - 2017: July 12, 2018, S. L. Stewart.

Performance Measurements and Monitoring: Describe all measures the State will use to monitor progress toward the annual goals. Further, describe how the State measures qualitative components of its carrier investigation program, as well as outputs.

The VSP MCSU will continue, as it has in the past to monitor the number and types of compliance investigations its members conduct through routine monitoring of FMCSA indices. As these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Leadership will continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report (previously cited within this plan). This document is used by leadership in the VSP MCSU to gauge the unit's efforts in regards to the number and types of compliance investigations being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis.

Finally, it should be noted that VSP MCSU enjoys a strong and productive relationship with the FMCSA DAs office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

Part 2 Section 5 - Traffic Enforcement

Traffic enforcement means documented enforcement activities of State or local officials. This includes the stopping of vehicles operating on highways, streets, or roads for moving violations of State or local motor vehicle or traffic laws (e.g., speeding, following too closely, reckless driving, and improper lane changes).

Trend Analysis for 2013 - 2017

Instructions:

Please refer to the [MCSAP Comprehensive Policy](#) for an explanation of FMCSA's traffic enforcement guidance. Complete the tables below to document the State's safety performance goals and outcomes over the past five measurement periods.

1. Insert the beginning and end dates of the measurement period being used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12-month period for which data is available).
2. Insert the total number CMV traffic enforcement stops with an inspection, CMV traffic enforcement stops without an inspection, and non-CMV stops in the tables below.
3. Insert the total number of written warnings and citations issued during the measurement period. The number of warnings and citations are combined in the last column.

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2017	12/31/2017	4169	4381
01/01/2016	12/31/2016	4315	5599
01/01/2015	12/31/2015	5142	3353
01/01/2014	12/31/2014	2926	3545
01/01/2013	12/31/2013	3073	6484

☒ **The State does not conduct CMV traffic enforcement stops without an inspection. If this box is checked, the "CMV Traffic Enforcement Stops without an Inspection" table is not required to be completed and won't be displayed.**

☒ **The State does not conduct documented non-CMV traffic enforcement stops and was not reimbursed by the MCSAP grant (or used for State Share or MOE). If this box is checked, the "Non-CMV Traffic Enforcement Stops" table is not required to be completed and won't be displayed.**

Enter the source and capture date of the data listed in the tables above.

See discussion below on Narrative Overview for FY 2018

Narrative Overview for FY 2019

Instructions:

Describe the State's proposed level of effort (number of personnel) to implement a statewide CMV (in conjunction with and without an inspection) and/or non-CMV traffic enforcement program. If the State conducts CMV and/or non-CMV traffic enforcement activities only in support of the overall crash reduction goal, describe how the State allocates traffic

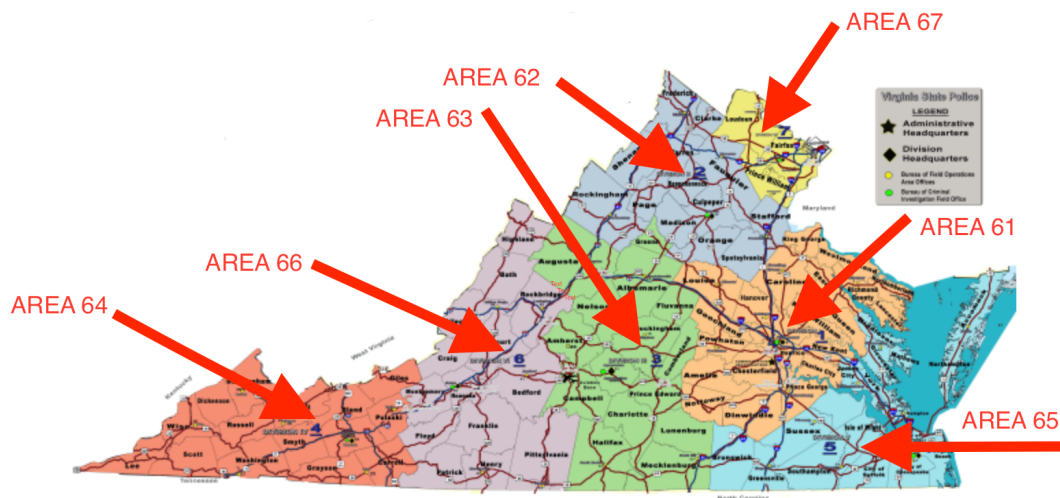
enforcement resources. Please include number of officers, times of day and days of the week, specific corridors or general activity zones, etc. Traffic enforcement activities should include officers who are not assigned to a dedicated commercial vehicle enforcement unit, but who conduct eligible commercial vehicle/driver enforcement activities. If the State conducts non-CMV traffic enforcement activities, the State must conduct these activities in accordance with the [MCSAP Comprehensive Policy](#).

Virginia State Police Motor Carrier Safety Unit Traffic Enforcement Overview

LEVEL OF EFFORT

It is anticipated that the VSP MCSU will have 20 "patrol troopers" certified to conduct Level II and III inspections. It is also anticipated that the VSP MCSU will have 58 troopers, seven (7) sergeants, to conduct Level I and III inspections, all of which are also certified to conduct hazardous materials inspections, cargo tank inspections and other bulk packaging inspections. It is further anticipated that the VSP MCSU will have 22 troopers and two (2) sergeants certified to conduct Level V inspections and 15 troopers certified to conduct Level VI inspections. It should be noted that these numbers may fluctuate over the course of the reporting period due to unanticipated changes to staffing levels due to retirements, promotions, transfers, etc.

Map 2-5-1.0



Virginia State Police Motor Carrier Safety Troopers are and will continue to be permanently assigned to one of the seven (7) Safety Division area offices shown above. These assignments are and will continue to be made based on proximity to those areas of the state having the highest volumes of CMV traffic, however, it should be noted that these assignments are made in a fashion which allows for the flexibility to reallocate manpower when the need arises or when special circumstances dictate a reallocation.

When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV outreach activities, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to patrol his/her assigned duty post in an efficient and effective manner. Additionally, while on patrol, each VSP MCSU trooper is expected to conduct CMV roadside inspections and is expected to enforce both federal and state CMV statutes and regulations within their assigned duty post. It is expected that these efforts are to be deployed to the areas which are most in need of such service. Motor Carrier Safety Unit troopers alternate between working day and evening shift and are required to work some holidays. The overnight hours are typically handled with an on-call-system.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

DATA ANALYSIS

The Virginia Motor Carrier Safety Unit does not conduct enforcement activities on CMVs without an inspection.

The data table and graphs below detail the Virginia State Police Motor Carrier Safety Unit's efforts with respect to two (2) overall categories. The first is in regards to the number of enforcement stops initiated which were accompanied by an inspection and the second pertains to non-CMV enforcement stops initiated by VSP MCSU troopers during the reporting period (2012 - 2017). The data also details the number of citations and warnings issued for each type of enforcement activity.

With respect to the **first category**, one can see that over the reporting period, the rate of incidence, pertaining to both the aggregate number of stops and the total number of citations and warnings issued in relation to this category of enforcement **waivers** significantly and appears to be **trending downward**. In regards to the **second category**, there is **some fluctuation** in the frequency in terms of both the number of enforcement stops and the number of citations and warnings issued and the rate is **trending downward**, however, the fluctuation is not as pronounced.

Table 2-5-1.0: Virginia State Police Motor Carrier Unit Enforcement Activities (2012 - 2016)

Enforcement Type ¹	2013 ²	2014 ³	2015 ⁴	2016 ⁵	2017 ⁶	MEAN
No. of Documented CMV Traffic Enforcement Stops with an Inspection	3073	2926	5142	4315	4169	4170
No. of Citations and Warnings Issued for CMV Traffic Enf. Stops with an Inspection	3545	3353	5599	4745	4381	4745
No. of Documented Non-CMV Traffic Enforcement Stops	3013	3296	4945	3604	3714	3604
No of Traffic Citations and Warnings for Documented Non-CMV Traffic Enf. Stops	3013	3296	4945	3604	3714	3604

¹Virginia State Police, Mapper, Activity Summary Report By Division for 2012-2016, Safety Division, Motor Carrier Safety Unit, July 5, 2017.

²January 1, 2013 through December 31, 2013.

³January 1, 2014 through December 31, 2014.

⁴January 1, 2015 through December 31, 2015.

⁵January 1, 2016 through December 31, 2016.

⁶January 1, 2017 through December 31, 2017.

Projected Goals for FY 2019

Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2019. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.

			Enter Projected Goals (Number of Stops only)
Yes	No	Traffic Enforcement Activities	FY 2019
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	4000
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection	
<input type="radio"/>	<input checked="" type="radio"/>	Non-CMV	
<input checked="" type="radio"/>	<input type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)	200

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, the [FAST Act](#) requires that the State must maintain an average number of safety activities which include the number of roadside inspections, carrier investigations, and new entrant safety audits conducted in the State for Fiscal Years 2004 and 2005.

The table below displays the information you input into this plan from the roadside inspections, investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2004/2005 activities.

FY 2019 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2019 Activities	Average 2004/05 Activities
30000	8	757	30765	34832

The sum of your planned FY 2019 safety activities must equal or exceed the average number of 2004/2005 activities to be reimbursed for non-CMV traffic enforcement activities. Update the number of FY 2019 roadside inspections, investigations, and/or new entrant safety audits to be eligible for reimbursement.

Describe how the State will monitor its traffic enforcement efforts to ensure effectiveness, consistency, and correlation to FMCSA's national traffic enforcement priority.

The VSP MCSU will continue, as it has in the past, to monitor traffic enforcement efforts conducted by its members through routine monitoring of several key reporting system. As these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources. Leadership will also continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report. This document is used by leadership in the VSP MCSU to gauge the unit's efforts in regards to the enforcement efforts being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis. Finally, the VSP MCSU enjoys a strong and productive relationship with the FMCSA DA's office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

Part 2 Section 6 - Safety Technology

The FAST Act made Performance and Registration Information Systems Management (PRISM) a condition for MCSAP eligibility in [49 CFR 350.201 \(aa\)](#). States must achieve full participation by October 1, 2020. FMCSA defines "fully participating" in PRISM, for the purpose of determining eligibility for MCSAP funding, as when a State's or Territory's International Registration Plan (IRP) or CMV registration agency suspends or revokes and denies registration if the motor carrier responsible for safety of the vehicle is under any Federal OOS order and denies registration if the motor carrier possess an inactive or de-active USDOT number for motor carriers operating CMVs in commerce that have a Gross Vehicle Weight (GVW) of 26,001 pounds or more. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.

Under certain conditions, the FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Innovative Technology Deployment (ITD) and the PRISM ([49 CFR 350.201\(aa\) \(cc\)](#)). For PRISM, O&M costs are eligible expenses subject to FMCSA approval. For ITD, if the State agrees to comply with ITD program requirements and has complied with all MCSAP requirements, including achievement of full participation in PRISM, O&M costs are eligible expenses. O&M expenses must be included and described in the Spending Plan section per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

Safety Technology Compliance Status

Please verify the current level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs in this year's CVSP, please indicate that in the table below. Additionally, details must be in this section and in your Spending Plan.

Technology Program	Current Compliance Level	Include O & M Costs?
ITD	Core CVISN Compliant	Yes
PRISM	Exceeds Full Participation	Yes

Available data sources:

- [FMCSA website ITD information](#)
- [FMCSA website PRISM information](#)

Enter the agency name responsible for ITD in the State, if other than the Lead MCSAP Agency: Virginia Department of Motor Vehicles

Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency: Virginia Department of Motor Vehicles

Narrative Overview for FY 2019

Problem Statement Narrative and Projected Goal:

If the State's PRISM compliance is less than full participation, describe activities your State plans to implement to achieve full participation in PRISM.

I.T.D. AND P.R.I.S.M. STATUS COMMONWEALTH OF VIRGINIA

The Virginia Department of Motor Vehicles manages and administers all P.R.I.S.M. program-related activities through a sub-MCSAP grant awarded through the Virginia State Police. Nevertheless, with respect to P.R.I.S.M. compliance, the Commonwealth of Virginia has achieved, as cited below, "step 8" and as such has the authority to deny reincarnated carriers, has the authority to deny suspected reincarnated carriers and is reporting, through appropriate channels to FMCSA, suspected reincarnated carriers.

Over the years, the VSP MCSU has been in the position to make significant investments to its information technology (IT) structures and systems. Consequently, Virginia is currently classified, as cited below, as "core compliant" in regards to information technology deployment; participates in the nationwide e-screening enrollment programs;³ uploads credentialing data to the FMCSA's *Safety and*

Fitness Electronic Records System,⁴ and has implemented E-Credentialing.⁵ Additionally, the VP Max along with state and local partners have made significant gains with respect to configuring their respective IT systems in a fashion that renders them compatible with FMCSA IT platforms and processes. These enhancements in connectivity and compatibility have most certainly contributed to strengthening core MCSAP program management functions, specifically, functions related to planning, organizing, staffing, directing, coordinating, and budgeting and has translated to safer highways in Virginia and nationwide.

Leadership in the Virginia State Police Motor Carrier Safety Unit certainly appreciates the value of and is committed to growing, in a responsible and prudent fashion, Virginia's motor carrier "innovative technology deployment" initiative beyond mere compliance and is committed to the deployment of intelligent transportation system applications for commercial motor vehicle operations, commercial drivers, and carrier-specific information systems and networks in Virginia. It is anticipated that such investments will ultimately contribute to raising both the aggregate levels of safety and motor carriers and commercial vehicles operating in and through the Commonwealth of Virginia.

¹U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Prism State Vehicle Registration Connectivity*, March, 2017: <https://www.fmcsa.dot.gov/information-systems/prism/states-using-prism>, July 20, 2017, S. L. Stewart.

²U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *I.T.D. Deployment Status*, November 2017: <https://www.fmcsa.dot.gov/information-systems/prism/states-using-prism>, July 20, 2017, S. L. Stewart.

³U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *ITD Deployment Status*, <https://www.fmcsa.dot.gov/information-systems/itd-deployment-status>, July 20, 2017, S. L. Stewart.

⁴Ibid.

⁵Ibid.

**FY 2019 Motor Carrier Safety Assistance Program
Commonwealth of Virginia, Department of Motor Vehicles
Grant Budget Narrative**

Other Costs Budget Narrative			
Item Name	Total Cost	85% Federal Share	15% State Match
ITD/PRISM Program:			
IRP Membership/Clearinghouse fees and dues	\$31,600.00	\$26,860.00	\$4,740.00
IFTA Membership/Clearinghouse fees and dues	\$17,000.00	\$14,450.00	\$2,550.00
ITD vendor system maintenance fees (IRP, IFTA, CVIEW, PRISM)	\$202,758.00	\$172,344.30	\$30,413.70
DMV motor carrier portal system contractor maintenance and support	\$65,000	\$55,250.00	\$9,750.00
WDM Maintenance Fees	\$394,046.00	\$334,939.10	\$59,106.90
Total Other Costs:	\$710,404.00	\$603,843.40	\$106,560.60
The costs of operations and maintenance fees for the PRISM and ITD programs are necessary for the ongoing production and support of systems.			

Personnel Budget Narrative							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/Wage	Total Cost	85% Federal Share	15% State Match
SSDQ Program: Data Quality Analyst	1	100	2080	\$24.04	\$50,000.00	\$42,500.00	\$7,500.00
The SSDQ program requires the duties of a Data Quality Analyst to process quality control on police crash reports and analyze data. DQ Analyst ensures that CMV/SafetyNet data is verified for quality before it is exported to TREDs and will also run weekly extract for all processed SafetyNet reports. DQ analyst work is also critical to the development of training on CMV data collection.							

Fringe Benefits Budget Narrative						
Position(s)	Benefit(s)	Rate	Base Amount	Total Cost	85% Federal Share	15% State Match
SSDQ Program: Data Quality Analyst	Benefits	49.8%	100	\$24,900.00	\$21,165.00	\$3,735.00
Fringe benefits include costs for retirement, social security, disability, and life and health insurance. It is calculated on average benefits for a full time employee.						

Contractual Cost Budget Narrative			
Description of Services	Total Cost	85% Federal Share	15% State Match
SSDQ Program: IT Contract services to provide operations and maintenance to the Traffic Records Electronic Data System (TREDs)	\$99,444.23	\$84,527.60	\$14,916.63
Contractual staff is responsible for all system operations and maintenance to ensure that the quality and quantity of data is maintained. IT staff will continue to work with VAHSO QC and Analysis staff, as well as external partners, on operations and maintenance of daily processes to TREDs to assist their efforts.			

Total DMV Sub-Grant	Total Cost	85% Federal Share	15% State Match
Total Other Costs:	\$710,404.00	\$603,843.40	\$106,560.60
Total Personnel Costs:	\$50,000.00	\$42,500.00	\$7,500.00
Total Fringe Benefits Costs:	\$24,900.00	\$21,165.00	\$3,735.00
Total Contractual Costs:	\$99,444.23	\$84,527.60	\$14,916.63
Total Budget for Sub-Grant:	\$884,748.23	\$752,036.00	\$132,712.23

Program Activities: Describe any actions that will be taken to implement full participation in PRISM.

The funding associated with these activities will assist the Virginia Department of Motor Vehicles with continued efforts to maintain and improve data sharing efforts for inspections, roadside enforcement activities and data collected on commercial motor vehicle crashes. It will also help the Virginia Department of Motor Vehicles remain compliant in their ITD, Prism, and SADIP programs which Virginia prides itself in holding to a high standard.

ITD/PRISM:

The overall goal of this project is to provide funding that will allow Virginia to continue to pay the following ITD and PRISM related fees and dues:

- CVIEW Maintenance
- IRP membership/IRP Clearinghouse dues and fees
- IFTA Membership/Clearinghouse dues and fees
- WIM maintenance fees
- ITD vendor system maintenance fees (IRP)
- ITD vendor system maintenance fees (IFTA)

Annual CVISN/PRISM Membership Dues/Maintenance Fees

Project Activities	Planned Schedule
PRISM vendor system maintenance fees	Monthly
CVIEW Maintenance Fees	Monthly
IRP Membership/Clearinghouse Fees Dues	Annual
IFTA Membership/Clearinghouse Fees and Dues	Annual
ITD vendor system maintenance fees (IRP)	Monthly
ITD Vendor System maintenance fees (IFTA)	Monthly
WIM Maintenance Fees	Annual

Performance Objectives:

- Virginia will maintain the membership fees and dues that support Virginia's credentialing, roadside and safety efforts through participation in electronic interfaces with national entities thus keeping Virginia's system Core ITD and PRISM compliant. Fees and

dues will be paid promptly on a monthly or annual basis as required by the vendor.

- Virginia will promptly pay CVIEW maintenance fees that cover hardware, software, and any updates to the CVIEW system required by the federal government. The maintenance will allow Virginia to stay up to date and ITD compliant.
- Virginia will promptly pay ITD related IRP, IFTA and WIM system maintenance fees that cover hardware, software and any updates to the IRP, IFTA and WIM systems required by the federal government. The maintenance will allow Virginia to stay up to date and ITD and PRISM compliant.

SADIP:

Virginia is requesting funding for SaDIP to continue operations, maintenance and improvements to its technology (Traffic Records Electronic Data System), enhance its automated mapping and reporting analysis capabilities, increase electronic reporting, expand training for law enforcement statewide and staff prioritization and focus on data quality and quantity of large truck and bus crashes. Funding will be used in our efforts to target and address this increase in crashes.

Virginia continues to work hard to make technological advances, improve law enforcement reporting and training, and perform data and system quality checks, all in our goal to maintain both individual and overall SSDQ rankings of "Green." Virginia has maintained this excellent rating for seven (7) years and this is due mainly to excellent teamwork, DMV's prioritization of CMV crashes, routine reviews and analysis of CMV reportable crash data in TREDs, SafetyNet and the SSDQ measures, and enhancements to our technology.

Virginia currently has approximately 2,000 crashes still being reported manually, resulting in problems with data accuracy and timeliness, delays in data availability, and analysis and reporting. As of July 2017, the three (3) largest jurisdictions, which also experience heavy CMV traffic, Fairfax County and the cities of Norfolk, and Newport News, have all begun to submit crash data electronically. We are working on contacting agencies to move the remaining 2,000 paper crash reports to electronic submissions.

Virginia's needs to continue to focus efforts on our Traffic Records Electronic Data System (TREDs) maintenance, operation and enhancements to correct identified issues as well as to improve opportunities for law enforcement to more easily identify and record reportable large truck and bus crash data, improve the quality and quantity of reportable commercial motor vehicle (CMV) large truck and bus crash data, as well as, provide law enforcement training where needed.

Virginia would like to also increase the types of automated mapping and reporting for analysis and to add data integration functionality in TREDs to enhance the level of analysis conducted, particularly with large truck and bus crashes. This could also include possible staffing increases to perform advanced-level analysis.

The data will be used to evaluate program effectiveness, identify problems and trends, help target spending, and ultimately reduce the number of CMV crashes currently occurring on Virginia's roadways.

Performance Objectives:

- The primary objective of Virginia's SADIP Plan is to maintain its GREEN/GOOD rating by continuing to improve the quality and quantity of data collected on commercial motor vehicle crashes. To accomplish this, Virginia will:
- Identify opportunities to enhance TREDs with additional system edits, data integrations, automated mapping and reporting and analysis
- Improve the front end electronic data collection tool to make it easier for law enforcement to collect better CMV data
- Ensure quality data is being submitted by increasing electronic submissions to TREDs (reducing manually completed paper reports)
- Ensure law enforcement receives training, where identified, to improve their ability to distinguish and identify reportable CMV crashes
- Work with our partners at the Virginia State Police (VSP) who periodically conduct audits/reviews of data/system and provide input for improvements where needed

Program Activity Plan:

Time Frame	Proposed Activity	Location	Responsible Party	Level of Effort
Start: Award + 30 Days Complete: Award + 730	Data quality specialist to identify, verify, and electronically submit	DMV Headquarters	Project Director	2,080 staff hours (consists of 1 full time DQ Analyst)

Days	reportable CMV data into TREDs. Performs analysis and extraction of reportable CMV data through TREDs to VSP via secure FTP site			
				6,938 staff hours

Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.

ITD/PRISM:

The Virginia Department of Motor Vehicles will track payments of the ITD and PRISM dues and fees and report them to the lead MCSAP agency for Virginia, the Virginia Department of State Police, on the Quarterly Performance Reports.

- Virginia currently contracts with Conduent for an ITD compliant CVIEW. Virginia DMV pays Conduent a monthly maintenance fee to host and operate the system on Virginia's behalf. The Conduent CVIEW allows Virginia to maintain core compliance with ITD and PRISM requirements. The data sharing capabilities provided by the system ensure that law enforcement across the nation have access to data to support their inspection and road side enforcement activities. The Conduent CVIEW also interfaces with Virginia's automated license plate and DOT# readers to support electronic screening and identification of problem carriers that require additional scrutiny.
- Virginia is obligated to pay IRP, Inc. membership and Clearinghouse dues on an annual basis. The clearinghouse system provides IRP member jurisdiction with an automated process to share registration and financial information and to net fees between jurisdictions. Payments of these dues enable Virginia to maintain ITD compliance.
- Virginia is obligated to pay IFTA, Inc. membership and clearinghouse dues on an annual basis. The clearinghouse system provides IFTA member jurisdictions with an automated process to share licensing and tax information and to net taxes between jurisdictions. Payment of these dues enables Virginia to maintain ITD compliance.
- Virginia DMV currently provides electronic credentialing and tax services to motor carriers through its webCAT system. The webCAT system interfaces with the Conduent IRP system to accomplish transaction and payment processing, and credential issuance. Conduent charges Virginia maintenance fees to maintain and support the interface between the systems. Payment of these fees allows Virginia to meet ITD electronic credentialing requirements.
- Virginia DMV currently provides electronic credentialing and tax services to motor carriers through its webCAT system. The webCAT system interfaces with the Conduent IFTA system to accomplish transaction and payment processing, and credential issuance. Conduent charges Virginia maintenance fees to maintain and support the interface between the systems. Payment of these fees allows Virginia to meet ITD electronic credentialing requirements.
- The WIM maintenance fees consist of 12 months annual maintenance, repair, and operational support of WIM Sorter Systems at the following Motor Carrier Service Centers (MCSC) locations.

1. Suffolk
2. Bland
3. Carson
4. Alberta
5. Stephens City
6. Troutville
7. Dumfries
8. Sandston

This also includes 12 month data service plans for IP addressable wireless modems at WIM Sorter Systems at the following MCSC locations.

1. Suffolk
2. Bland
3. Carson
4. Alberta
5. Stephens City
6. Troutville

7. Dumfries
8. Sandston
9. Route 522 to enhance maintenance and reporting capacity

The maintenance agreement covers annual maintenance, repair and operational support of the WIM Sorter Systems, and Data Service Plan for IP Addressable Wireless Modems.

- Virginia DMV will use finding to maintain and support the webCAT/motor carrier portal system which is used for titling, International Registration Plan (IRP) and non-IRP registration services, and international Fuel Tax Agreement (IFTA) credentialing and tax services. The system also includes titling functionality, overload permit functionality, user security functionality, customer notification functionality, user/account maintenance functionality, financial and reporting processes, search and inquiry capabilities, system administrator queue management, payment processing etc.

Part 2 Section 7 - Public Education and Outreach

A public education and outreach program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's that operate around large trucks and buses.

Trend Analysis for 2013 - 2017

In the table below, provide the number of public education and outreach activities conducted in the past 5 years.

Public Education and Outreach Activities	2013	2014	2015	2016	2017
Carrier Safety Talks	147	122	133	167	202
CMV Safety Belt Education and Outreach	13	11	12	15	31
State Trucking Association Meetings	22	18	19	24	20
State-Sponsored Outreach Events	5	5	6	8	7
Local Educational Safety Events	20	17	19	23	19
Teen Safety Events	12	9	10	12	14

Narrative Overview for FY 2019

Performance Objective: To increase the safety awareness of the motoring public, motor carriers and drivers through public education and outreach activities such as safety talks, safety demonstrations, etc.

Describe the type of activities the State plans to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safely initiatives. Include the number of personnel that will be participating in this effort.

PUBLIC EDUCATION AND OUTREACH NARRATIVE OVERVIEW FOR FY 2018 COMMONWEALTH OF VIRGINIA

DATA REVIEW AND ANALYSIS

The table and graphs below detail the Virginia State Police Motor Carrier Safety Unit's public education and outreach activities (hereinafter referred to as outreach activities) for the reporting period 2012 through 2016. Over the course of this reporting period, the VSP MCSU has averaged 210 outreach activities per year. As one can see, the rate of incidence pertaining to the aggregate number of such activities reached a five year high in 2016 with 249 activities conducted and it should be noted that **total outreach activities** for VSP MCSU is **trending upwards**. The same appears to be true of each of the outreach categories, as the **rate of incidence for each category** is also **trending upwards**.

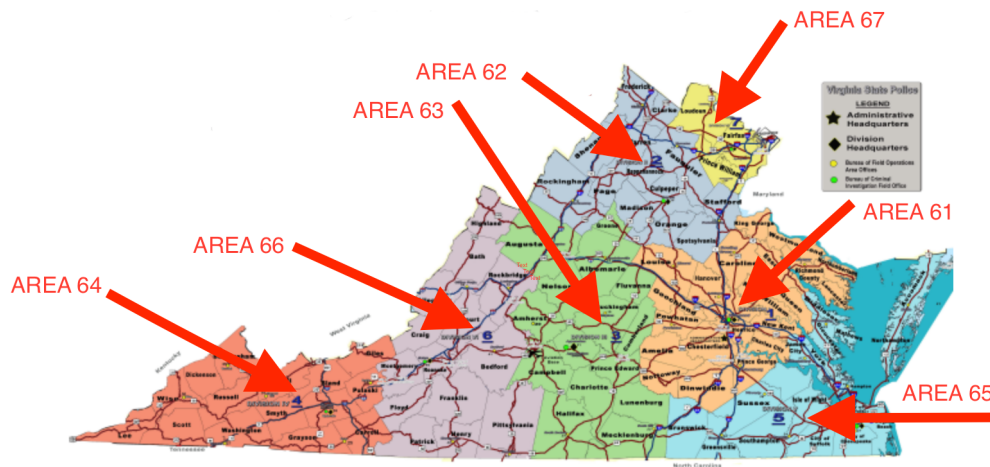
**Table 2-7-1.0: Public Education and Outreach Activities-
Virginia State Police Motor Carrier Safety Unit (2013 - 2017)**

Public Education and Outreach Activities	2013 ¹	2014 ²	2015 ³	2016 ⁴	2017 ⁵
Carrier Safety Talks	147	122	133	167	202
CMV Safety Belt Education and Outreach	13	11	12	15	31
State Trucking Association Meetings	22	18	19	24	20
State-Sponsored Outreach Events	5	5	6	8	7
Local educational Safety Events	20	17	19	23	19
Teen Safety Events	12	9	10	12	14
Total	219	182	199	249	293

* Five Year Mean 228.4

In addition to passenger transportation, hazardous materials transportation, and share the road safely initiatives, emphasis will continue to be placed on engaging in the above-listed public out reach activities. Based on the data above, efforts will be engaged in to facilitate an increase in the frequency of "state sponsored outreach activities" and "teen safety events."

Map 2-7-1.0



During the upcoming reporting period, it is anticipated that the VSP MCSAP will have 59 troopers, seven (7) sergeants, one (1) first sergeant, and one (1) lieutenant engaged in public outreach activities throughout the seven service regions shown above. When VSP MCSU troopers are not engaged in assisting troopers assigned to the VSP Bureau of Field Operations with CMV-related investigations or incidents, are not participating in preplanned CMV are not patrolling their assigned duty posts, are not engaged in concentrated enforcement initiatives, or are not participating in special CMV enforcement projects, he/she is expected to be engaging the public via the aforementioned activities and through daily interaction with both CMV drivers/operators through their routine daily interactions.

The VSP MCSU's operational capabilities and effectiveness is and will continue to be augmented by an additional 20 troopers which are stationed throughout the seven (7) VSP field divisions. These troopers have received NAS Part A and Part B training and are authorized to conduct Level III inspections. While these troopers are certified to conduct roadside inspections, they, however, are not assigned to the Motor Carrier Safety Unit and their motor carrier duties are a small portion of their overall duties, which are primarily patrol duties.

However they are required to conduct CMV-related outreach activities as well. These troopers typically work a rotating shift, covering all three standard work shifts and typically work most weekends and most holidays. None of their salaries are paid for through MCSAP funds and the only cost attributed to the MCSAP grant are for required motor carrier specific equipment.

¹Virginia State Police, MAPPER System, *Crime Prevention Activity Report*, January 1, 2013 through December 31, 2013: July 21, 2017.

²Virginia State Police, MAPPER System, *Crime Prevention Activity Report*, January 1, 2014 through December 31, 2014: July 21, 2017.

³Virginia State Police, MAPPER System, *Crime Prevention Activity Report*, January 1, 2015 through December 31, 2015: July 21, 2017.

⁴Virginia State Police, MAPPER System, *Crime Prevention Activity Report*, January 1, 2016 through December 31, 2016: July 21, 2017.

⁵Virginia State Police, MAPPER System, *Crime Prevention Activity Report*, January 1, 2017 through December 31, 2017: July 12, 2018.

Projected Goals for FY 2019

In the table below, indicate if the State intends to conduct the listed program activities, and the estimated number, based on the descriptions in the narrative above.

			Performance Goals
Yes	No	Activity Type	FY 2019
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	150
<input checked="" type="radio"/>	<input type="radio"/>	CMV Safety Belt Education and Outreach	15
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	15
<input checked="" type="radio"/>	<input type="radio"/>	State-Sponsored Outreach Events	20
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	17
<input checked="" type="radio"/>	<input type="radio"/>	Teen Safety Events	11

Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct monitoring of progress. States must report the quantity, duration and number of attendees in their quarterly SF-PPR reports.

**Public Education and Outreach
Measurements and Monitoring
Commonwealth Of Virginia**

The VSP MCSU will continue, as it has in the past to monitor the number and types of public outreach activities its members conduct through routine monitoring of various VSP indicies. More, specifically, as these statistics become available, they are entered into a master spreadsheet which generates tables, which in turn provides semi-real-time feedback and which allows for incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so as to make the best and most appropriate use of MCSAP resources.

Leadership will continue to monitor agency reporting requirements, which dictate that these statistics are collected, analyzed and disseminated to the agencies' "Office of Performance Management and Internal Controls," which is an independent arm of the Virginia State Police and which reports only to the Superintendent's Office. Nevertheless, this data is used for evaluation and accountability purposes and to make, through the dissemination of various open publications, this agencies' work product available to the public. One such document is the annually released Virginia State Police Facts and Figures Report. This document is used by leadership in the VSP MCSU to gage the unit's efforts in regards to the number and types of inspections being conducted by its members and to ensure that the unit is meeting its benchmarks with respect to the number and types of activities being conducted on a quarterly basis.

Finally, the VSP MCSU enjoys a strong and productive relationship with the FMCSA DAs office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

Part 2 Section 8 - State Safety Data Quality (SSDQ)

The FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Safety Data Systems (SSDQ) if the State meets accuracy, completeness and timeliness measures regarding motor carrier safety data and participates in the national data correction system (DataQs).

SSDQ Compliance Status

Please verify the current level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs in this year's CVSP, select Yes. These expenses must be included in the Spending Plan section per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

Technology Program	Current Compliance Level	Include O & M Costs?
SSDQ	Good	Yes

Available data sources:

- [FMCSA website SSDQ information](#)

In the table below, use the drop-down menus to indicate the State's current rating within each of the State Safety Data Quality categories, and the State's goal for FY 2019.

SSDQ Category	Current SSDQ Rating	Goal for FY 2019
Crash Record Completeness	Good	Good
Fatal Crash Completeness	Good	Good
Crash Timeliness	Good	Good
Crash Accuracy	Good	Good
Crash Consistency	No Flag	No Flag
Inspection Record Completeness	Good	Good
Inspection VIN Accuracy	Good	Good
Inspection Timeliness	Good	Good
Inspection Accuracy	Good	Good

Enter the date of the A & I Online data snapshot used for the "Current SSDQ Rating" column.

Data Source: MCMIS data snapshot as of 5/25/2018, including crash records through 01/31/2018.

Narrative Overview for FY 2019

Problem Statement Narrative: Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.). If the State is "Good" in all categories, no further narrative or explanation is necessary.

The State is "Good" in all categories, no further narrative or explanation is necessary.

Program Activities for FY 2019 - 2021: Describe any actions that will be taken to achieve a "Good" rating in any category not currently rated as "Good," including measurable milestones.

N/A

Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.

State Safety Data Quality
Measurements and Monitoring
Commonwealth of Virginia

The VSP MCSU will continue to monitor the above indices to ensure timely and accurate submission of MCSAP data and to ensure incremental adjustments to the VSP motor carrier enforcement models and strategies being deployed so that MCSAP resources are being deployed in the most efficient manner possible. Additionally, it should be noted that the VSP MCSU enjoys a strong and productive

relationship with the FMCSA DAs office and leadership of the VSP MCSU routinely meets with the DA and or his staff to discuss the components associated with managing and administering the MCSAP Grant in Virginia. These meetings provide useful feedback, which serves to both track the VSP MCSU's productivity with respect to the various operational components of Virginia's overall motor carrier safety program.

Part 2 Section 9 - New Entrant Safety Audits

The FAST Act states that conducting interstate New Entrant safety audits is now a requirement to participate in the MCSAP ([49 CFR 350.201](#).) The Act allows a State to conduct intrastate New Entrant safety audits at the State's discretion. States that choose to conduct intrastate safety audits must not negatively impact their interstate new entrant program.

Note: The FAST Act also says that a State or a third party may conduct New Entrant safety audits. If a State authorizes a third party to conduct safety audits on its behalf, the State must verify the quality of the work conducted and remains solely responsible for the management and oversight of the New Entrant activities.

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	Does your State conduct Offsite safety audits in the New Entrant Web System (NEWS)? NEWS is the online system that carriers selected for an Offsite Safety Audit use to submit requested documents to FMCSA. Safety Auditors use this same system to review documents and communicate with the carrier about the Offsite Safety Audit.
<input type="radio"/>	<input type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input type="radio"/>	<input type="radio"/>	Does your State intend to conduct intrastate safety audits and claim the expenses for reimbursement, state match, and/or Maintenance of Effort on the MCSAP Grant?

Trend Analysis for 2013 - 2017

In the table below, provide the number of New Entrant safety audits conducted in the past 5 years.

New Entrant Safety Audits	2013	2014	2015	2016	2017
Interstate	453	756	965	856	890
Intrastate	0	0	0	0	0
Total Audits	453	756	965	856	890

Note: Intrastate safety audits will not be reflected in any FMCSA data systems—totals must be derived from State data sources.

Narrative Overview for FY 2019

Enter the agency name conducting New Entrant activities, if other than the Lead MCSAP Agency:

Program Goal: Reduce the number and severity of crashes, injuries, and fatalities involving commercial motor vehicles by reviewing interstate new entrant carriers. At the State's discretion, intrastate motor carriers are reviewed to ensure they have effective safety management programs.

Program Objective: Statutory time limits for processing and completing interstate safety audits are:

- If entry date into the New Entrant program (as shown in FMCSA data systems) September 30, 2013 or earlier—safety audit must be completed within 18 months.
- If entry date into the New Entrant program (as shown in FMCSA data systems) October 1, 2013 or later—safety audit must be completed within 12 months for all motor carriers and 120 days for motor carriers of passengers.

Projected Goals for FY 2019

For the purpose of completing the table below:

- **Onsite safety audits** are conducted at the carrier's principal place of business.

- **Offsite safety audit** is a desktop review of a single New Entrant motor carrier's basic safety management controls and can be conducted from any location other than a motor carrier's place of business. Offsite audits are conducted by States that have completed the FMCSA New Entrant training for offsite audits.
- **Group audits** are neither an on-site nor offsite audit. Group audits are conducted on multiple carriers at an alternative location (i.e., hotel, border inspection station, State office, etc.).

Projected Goals for FY 2019 - New Entrant Safety Audits		
Number of Safety Audits/Non-Audit Resolutions	FY 2019	
	Interstate	Intrastate
# of Safety Audits (Onsite)	336	0
# of Safety Audits (Offsite)	421	0
# Group Audits	0	0
TOTAL Safety Audits	757	0
# of Non-Audit Resolutions	150	0

Strategies: Describe the strategies that will be utilized to meet the program objective above. Provide any challenges or impediments foreseen that may prevent successful completion of the objective.

**NEW ENTRANT AUDITS
VIRGINIA STATE POLICE
MOTOR CARRIER UNIT**

DATA REVIEW AND ANALYSIS

The Virginia State Police does not conduct Intrastate New Entrant Audits.

The data below details the number of Interstate **New Entrant Safety Audits** the Virginia State Police Motor Carrier Unit has conducted over the reporting period, 2013 - 2017. During the reporting period, New Entrant auditors conducted 3,920 audits and as one can see the frequency, as reported for 2016, is **trending upward** and the **mean** rate of incidence is trending **upwards**.

Table 2-9-1.0: Virginia State Police New Entrant Interstate Audits Conducted (2013 - 2017)

New Entrant Interstate Safety Audits	2013 ¹	2014 ²	2015 ³	2016 ⁴	2017 ⁵	Total
Total	453	756	965	856	890	3,920
Mean	227	403	544	606	784	- - - -

OBJECTIVE

The leadership and members of the Virginia State Police Motor Carrier Unit realize that while New Entrant Audits, occasionally, serve to ferret out potential bad actors, more often, they serve as an educational component which presents as "teachable moments" for those companies just starting out as motor carriers. It is certainly recognized that this educational process can serve to provide potential and perhaps even fledgling motor carriers, with information that can and, in fact, prevents miss-steps that could ultimately result in severe safety violations and or serious regulatory violations.

Therefore, simply stated, in regards to this very important MCSAP program, the VSP MCSU's objective is to continue to conduct quality New Entrant audits of the types and at the levels outlined below and to do so with an emphasis on the educational component of the process while maintaining an eye towards expanding the program down the road to possibly include greater numbers of these audits and to include group audits.

¹U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2013*, January 1, 2013 through December 31, 2013, GOTHAM: June 23, 2017.

²U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2014*, January 1, 2014 through December 31, 2017, GOTHAM: June 23, 2017.

³U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2015*, January 1, 2015 through December 31, 2015, GOTHAM: June 23, 2017.

⁴U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2016*, January 1, 2016 through December 31, 2016, GOTHAM: June 23, 2017.

⁵U.S. Department of Transportation, Federal Motor Carrier Safety Administration, *Safety Audit Summary Report 2016*, January 1, 2017 through December 31, 2017, GOTHAM: July 16, 2018.

Activity Plan: Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.

Table 2-9-2.0: Projected New Entrant Interstate Safety Audits for FY 2019

Audit Type	Interstate
Safety Audits (Onsite)	336
Safety Audits (Offsite)	421
Group Audits	0
Total Safety Audits	757

Currently there are nine (9) part-time civilian new entrant auditors working in the Motor Carrier Safety Unit along with one full-time analyst who coordinates these audits. Given this robust staffing level coupled with an enhanced ability to engage an intelligence-led-decision-making-process, which is likely to accompany the recent addition of full time analyst; it is anticipated that the Motor Carrier Safety Unit will conduct the number and types of New Entrant Safety Audits as outlined above during CY 2019.

Performance Measurement Plan: Describe how you will measure progress toward meeting the objective, such as quantifiable and measurable outputs (staffing, work hours, carrier contacts, inspections, etc.). The measure must include specific benchmarks to be reported on in the quarterly progress report, or as annual outputs.

PERFORMANCE MEASUREMENT PLAN

Staffing levels and man hours worked will certainly continue to be monitored as they pertain to the New Entrant Program, however, the performance measures will, as it has been in the past, continue to be the frequency and rate at which the New Entrant Inspections are conducted in total. The rate of incidence will be monitored routinely and will continue to be reported on/in the quarterly progress reports and the following metrics will be used as benchmarks with which to gauge the progress towards meeting the aforementioned objective:

Table 2-9-3.0: New Entrant Performance Measures (CY-2019)

Audit Type	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Safety Audits (Onsite)	84	84	84	84	336
Safety Audits (Offsite)	105.25	105.25	105.25	105.25	421
Group Audits	0	0	0	0	0
Total Audits	189.25	189.25	189.25	189.25	757

Part 3 - National Emphasis Areas and State Specific Objectives

FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the Notice of Funding Opportunity (NOFO) and any State-specific objectives as necessary.

Part 3 Section 1 - Enforcement of Federal OOS Orders during Roadside Activities

Instructions:

FMCSA has established an Out-of-Service (OOS) catch rate of 85 percent for carriers operating while under an OOS order. In this part, States will indicate their catch rate is at least 85 percent by using the check box or completing the problem statement portion below.

Check this box if:

☐ As evidenced by the data provided by FMCSA, the State identifies at least 85 percent of carriers operating under a Federal OOS order during roadside enforcement activities and will not establish a specific reduction goal. However, the State will maintain effective enforcement of Federal OOS orders during roadside inspections and traffic enforcement activities.

Narrative Overview for FY 2019

Enter your State's OOS Catch Rate percentage if below 85 percent: 0%

Project Goals for FY 2019: Enter a description of the State's performance goals.

For the reporting period, May 1, 2017 – April 30, 2018, the Virginia State Police identified **90.91 % of all carriers** having an out-of-service designation. However, with respect to those subject to an out of service order rising from a designation of unsat/unfit or being an imminent hazard, the Virginia State Police failed to identify two (2) such carriers. **The Virginia State Police will address this issue through additional in-service training and through additional training at area meetings.**

Program Activities: Describe policies, procedures, and/or technology that will be utilized to identify OOS carriers at roadside. Include how you will conduct quality assurance oversight to ensure that inspectors are effectively identifying OOS carriers and preventing them from operating.

Additional training and oversight as outlined above and through the deployment of LPR's.

Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.

Additional training and oversight as outlined above and through the deployment of LPRs.

Part 3 Section 2 - Passenger Carrier Enforcement**Instructions:**

FMCSA requests that States conduct enhanced investigations for motor carriers of passengers and other high risk carriers. Additionally, States are asked to allocate resources to participate in the enhanced investigations training being offered by FMCSA. Finally, States are asked to continue partnering with FMCSA in conducting enhanced investigations and inspections at carrier locations.

Check this box if:

☒ As evidenced by the trend analysis data, the State has not identified a significant passenger transportation safety problem. Therefore, the State will not establish a specific passenger transportation goal in the current fiscal year. However, the State will continue to enforce the Federal Motor Carrier Safety Regulations (FMCSRs) pertaining to passenger transportation by CMVs in a manner consistent with the [MCSAP Comprehensive Policy](#) as described either below or in the roadside inspection section.

Part 3 Section 3 - State Specific Objectives – Past**Instructions:**

Describe any State-specific CMV problems that were addressed with FY2018 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2018 CVSP.

Progress Report on State Specific Objectives(s) from the FY 2018 CVSP

Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2018 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.

Part 3 Section 4 - State Specific Objectives – Future**Instructions:**

The State may include additional objectives from the national priorities or emphasis areas identified in the NOFO as applicable. In addition, the State may include any State-specific CMV problems identified in the State that will be addressed with MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc.

Describe any State-specific objective(s) identified for FY 2019. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.

Part 4 - Financial Information

Part 4 Section 1 - Overview

The Spending Plan is an explanation of each budget component, and should support the cost estimates for the proposed work. The Spending Plan should focus on how each item will achieve the proposed project goals and objectives, and explain how costs are calculated. The Spending Plan must be clear, specific, detailed, and mathematically correct. Sources for assistance in developing the Spending Plan include [2 CFR part 200](#), [2 CFR part 1201](#), [49 CFR part 350](#) and the [MCSAP Comprehensive Policy](#).

Before any cost is billed to or recovered from a Federal award, it must be allowable ([2 CFR §200.403](#), [2 CFR §200 Subpart E – Cost Principles](#)), reasonable and necessary ([2 CFR §200.403](#) and [2 CFR §200.404](#)), and allocable ([2 CFR §200.405](#)).

- **Allowable** costs are permissible under the OMB Uniform Guidance, DOT and FMCSA regulations and directives, MCSAP policy, and all other relevant legal and regulatory authority.
- **Reasonable and Necessary** costs are those which a prudent person would deem to be judicious under the circumstances.
- **Allocable** costs are those that are charged to a funding source (e.g., a Federal award) based upon the benefit received by the funding source. Benefit received must be tangible and measurable.
 - For example, a Federal project that uses 5,000 square feet of a rented 20,000 square foot facility may charge 25 percent of the total rental cost.

Instructions

The Spending Plan should include costs for FY 2019 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

The Spending Plan data tables are displayed by budget category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual and Subaward, and Other Costs). You may add additional lines to each table, as necessary. Please include clear, concise explanations in the narrative boxes regarding the reason for each cost, how costs are calculated, why they are necessary, and specific information on how prorated costs were determined.

The following definitions describe Spending Plan terminology.

- **Federal Share** means the portion of the total project costs paid by Federal funds. Federal share is 85 percent of the total project costs for this FMCSA grant program.
- **State Share** means the portion of the total project costs paid by State funds. State share is 15 percent of the total project costs for this FMCSA grant program. A State is only required to contribute up to 15 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 15 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort (MOE)** means the level of effort Lead State Agencies are required to maintain each fiscal year in accordance with [49 CFR § 350.301](#). The State has the flexibility to select the budget categories and line items where MOE will be shown. Additional information regarding MOE can be found in the MCSAP Comprehensive Policy (MCP) in section 3.6.

On Screen Messages

The system performs a number of edit checks on Spending Plan data inputs to ensure calculations are correct, and values are as expected. When anomalies are detected, alerts will be displayed on screen.

- Calculation of Federal and State Shares

Total Project Costs are determined for each line based upon user-entered data and a specific budget category formula. Federal and State shares are then calculated by the system based upon the Total Project Costs and are added to each line item.

The system calculates an 85 percent Federal share and 15 percent State share automatically and populates these values in each line. Federal share is the product of Total Project Costs x .85. State share equals Total Project Costs minus Federal share. If Total Project Costs are updated based upon user edits to the input values, the 85 and 15 percent values will not be recalculated by the system and should be reviewed and updated by users as necessary.

States may edit the system-calculated Federal and State share values at any time to reflect actual allocation for any line item. For example, States may allocate a different percentage to Federal and State shares. States must ensure that the sum of the Federal and State shares equals the Total Project Costs for each line before proceeding to the next budget category.

An error is shown on line items where Total Project Costs does not equal the sum of the Federal and State shares. Errors must be resolved before the system will allow users to 'save' or 'add' new line items.

Territories must insure that Total Project Costs equal Federal share for each line in order to proceed.

- **MOE Expenditures**

States may enter MOE on individual line items in the Spending Plan tables. The Personnel, Fringe Benefits, Equipment, Supplies, and Other Costs budget activity areas include edit checks on each line item preventing MOE costs from exceeding allowable amounts.

- If "Percentage of Time on MCSAP grant" equals 100%, then MOE must equal \$0.00.
- If "Percentage of Time on MCSAP grant" equals 0%, then MOE may equal up to Total Project Costs as expected at 100%.
- If "Percentage of Time on MCSAP grant" > 0% AND < 100%, then the MOE maximum value cannot exceed "100% Total Project Costs" minus "system-calculated Total Project Costs".

An error is shown on line items where MOE expenditures are too high. Errors must be resolved before the system will allow users to 'save' or 'add' new line items.

The Travel and Contractual budget activity areas do not include edit checks for MOE costs on each line item. States should review all entries to ensure costs reflect estimated expenditures.

- **Financial Summary**

The Financial Summary is a summary of all budget categories. The system provides warnings to the States on this page if the projected State Spending Plan totals are outside FMCSA's estimated funding amounts. States should review any warning messages that appear on this page and address them prior to submitting the eCVSP for FMCSA review.

The system will confirm that:

- Overtime value does not exceed the FMCSA limit.
- Planned MOE Costs equal or exceed FMCSA limit.
- States' proposed Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts.
- Territories' proposed Total Project Costs are within \$5 of \$350,000.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,765,730.00	\$1,193,016.00	\$7,958,746.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount):	\$1,193,016.00
MOE Baseline:	\$1,059,481.21

Part 4 Section 2 - Personnel

Personnel costs are salaries for employees working directly on a project.

Note: Do not include any personally identifiable information (PII) in the CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.

List grant-funded staff who will complete the tasks discussed in the narrative descriptive sections of the CVSP. Positions may be listed by title or function. It is not necessary to list all individual personnel separately by line. The State may use average or actual salary and wages by personnel category (e.g., Trooper, Civilian Inspector, Admin Support, etc.). Additional lines may be added as necessary to capture all your personnel costs.

The percent of each person's time must be allocated to this project based on the amount of time/effort applied to the project. For budgeting purposes, historical data is an acceptable basis.

Note: Reimbursement requests must be based upon documented time and effort reports. Those same time and effort reports may be used to estimate salary expenses for a future period. For example, a MCSAP officer's time and effort reports for the previous year show that he/she spent 35 percent of his/her time on approved grant activities. Consequently, it is reasonable to budget 35 percent of the officer's salary to this project. For more information on this item see [2 CFR §200.430](#).

In the salary column, enter the salary for each position.

Total Project Costs equal the Number of Staff x Percentage of Time on MCSAP grant x Salary for both Personnel and Overtime (OT).

If OT will be charged to the grant, only OT amounts for the Lead MCSAP Agency should be included in the table below. If the OT amount requested is greater than the 15 percent limitation in the MCSAP Comprehensive Policy (MCP), then justification must be provided in the CVSP for review and approval by FMCSA headquarters.

Activities conducted on OT by subrecipients under subawards from the Lead MCSAP Agency must comply with the 15 percent limitation as provided in the MCP. Any deviation from the 15 percent limitation must be approved by the Lead MCSAP Agency for the subrecipients.

Summary of MCSAP Funding Limitations

Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP Award Amount):	\$1,193,016.00
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Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Auditors	9	100.0000	\$35,109.10	\$315,981.90	\$268,584.62	\$47,397.28	\$0.00
1st Sergeant	1	100.0000	\$82,458.48	\$82,458.48	\$70,089.71	\$12,368.77	\$0.00
Program Support Tech	1	100.0000	\$51,413.04	\$51,413.04	\$43,701.08	\$7,711.96	\$0.00
Sergeants	2	100.0000	\$115,902.00	\$231,804.00	\$197,033.40	\$34,770.60	\$0.00
Secretaries	2	100.0000	\$40,011.12	\$80,022.24	\$68,018.90	\$12,003.34	\$0.00
Agency Analyst Senior	1	100.0000	\$53,473.20	\$53,473.20	\$45,452.22	\$8,020.98	\$0.00
Agency Analyst	1	100.0000	\$40,030.32	\$40,030.32	\$34,025.77	\$6,004.55	\$0.00
Troopers	28	100.0000	\$79,488.24	\$2,225,670.72	\$1,891,820.11	\$333,850.61	\$0.00
MC Assistance wage	3	100.0000	\$27,707.60	\$83,122.80	\$70,654.38	\$12,468.42	\$0.00
Program Support Tech Wage	1	100.0000	\$27,705.12	\$27,705.12	\$23,549.35	\$4,155.77	\$0.00
Troopers	30	0.0000	\$2,625,660.00	\$0.00	\$0.00	\$0.00	\$2,625,660.00
Sergeants	5	0.0000	\$450,128.00	\$0.00	\$0.00	\$0.00	\$450,128.00
Lieutenant	1	0.0000	\$100,148.00	\$0.00	\$0.00	\$0.00	\$100,148.00
Secretaries	6	0.0000	\$253,125.00	\$0.00	\$0.00	\$0.00	\$253,125.00
Software engineer	1	100.0000	\$80,000.00	\$80,000.00	\$68,000.00	\$12,000.00	\$0.00
Subtotal: Salary				\$3,271,681.82	\$2,780,929.54	\$490,752.28	\$3,429,061.00
Overtime Project Costs							
Troopers	28	100.0000	\$6,638.61	\$185,881.08	\$157,998.92	\$27,882.16	\$0.00
Port Check	28	100.0000	\$3,472.86	\$97,240.08	\$82,654.07	\$14,586.01	\$0.00
Concentrated Checks	28	100.0000	\$3,472.86	\$97,240.08	\$82,654.07	\$14,586.01	\$0.00
Subtotal: Overtime				\$380,361.24	\$323,307.06	\$57,054.18	\$0.00
TOTAL: Personnel				\$3,652,043.06	\$3,104,236.60	\$547,806.46	\$3,429,061.00
Accounting Method:	Cash						

Enter a detailed explanation of how the personnel costs were derived and allocated to the MCSAP project.

Salary for each position is based on an average of the aggregate. Each position is as follows:

Auditors 31.07 hourly average x 1130 hours x 9.

Troopers 28 x 79488.24 yearly average.

Sergeants 2 x 115,902 yearly average.

Secretaries 2 x 40,011.12 yearly average.

Program Support Tech 1 x 51,413.04.

1st Sergeant 1 x 82,458.48

Agency Analyst Senior 1 x 53,473.20

Agency Analyst 1 x 40,030.32

Motor Carrier Assistant Wage 3 x 27,707.60

Program Support Tech Wage 1 x 27,705.12

All positions devote 100% of their time to MCSAP. Overtime was calculated by dividing 344,987.96 by 28 troopers giving us 12,321.00 per trooper. State police plans to do two Port Checks and two Concentrated Checks. The overtime required will be charged to MCSAP. The remainder is for emergency callouts, etc for all of the motor carrier troopers as well as Sergeants.

Auditors and Troopers conduct roadside inspections and/or audit records to insure fulfillment of the two MCSAP programs.

1st Sergeant oversee's the Sergeants in the field who oversee the troopers. He also monitors the auditors.

The secretary carries out normal duties for the Sergeants in the field.

Agency Analyst Senior oversee's all accounting of the grants and ensures all reporting goals are met.

Agency Analyst assists the auditors and assigns audits in MCMIS. She also assists the Agency Analyst Senior.

One program support tech does all related activity required by Safety Net. Supplies statistics to help guide upper management in overseeing the program.

The Program Support Tech will be doing filing, copying and general office work to support the staff.

The Software engineer will be to ensure all updates are installed on all motor carrier computers and the Safety Net Server.

The Motor Carrier Assistant wage positions will be driving trucks with trailers around to assist the motor carrier troopers.

MOE expenses are as follows:

Troopers salary: $3646.75 \times 24 \text{ pay periods} = 87,522 \times 30 \text{ troopers} = 2,625,660.00$

Sergeants salary: $3751.07 \times 24 \text{ pay periods} = 90,025.68 \times 5 \text{ sergeants} = 450,128.40$

Secretaries salary: $1757.81 \times 24 \text{ pay periods} = 42,187.44 \times 6 \text{ secretaries} = 253,124.64$

Part 4 Section 3 - Fringe Benefits

*Fringe costs are benefits paid to employees, including the cost of employer's share of FICA, health insurance, worker's compensation, and paid leave. Only non-Federal grantees that use the **accrual basis** of accounting may have a separate line item for leave, and is entered as the projected leave expected to be accrued by the personnel listed within Part 4.2 – Personnel. Reference [2 CFR §200.431\(b\)](#).*

Show the fringe benefit costs associated with the staff listed in the Personnel section. Fringe costs may be estimates, or based on a fringe benefit rate approved by the applicant's Federal cognizant agency for indirect costs. If using an approved rate, a copy of the indirect cost rate agreement must be provided through grants.gov. For more information on this item see [2 CFR §200.431](#).

Show how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS Statewide Cost Allocation or cognizant agency). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.

The cost of fringe benefits are allowable if:

- Costs are provided under established written policies.
- Costs are equitably allocated to all related activities, including Federal awards.
- Accounting basis (cash or accrual) selected for each type of leave is consistently followed by the non-Federal entity or specified grouping of employees.

Depending on the State, there are fixed employer taxes that are paid as a percentage of the salary, such as Social Security, Medicare, State Unemployment Tax, etc.

- For each of these standard employer taxes, under Position you may list "All Positions," the benefits would be the respective standard employer taxes, followed by the respective rate with a base being the total salaries for Personnel in Part 4.2.
- The base multiplied by the respective rate would give the total for each standard employer tax. Workers' Compensation is rated by risk area. It is permissible to enter this as an average, usually between sworn and unsworn—any grouping that is reasonable and clearly explained in the narrative is allowable.
- Health Insurance and Pensions can vary greatly and can be averaged; and like Workers' Compensation, can sometimes be broken into sworn and unsworn.

In the Position column include a brief position description that is associated with the fringe benefits.

*The **Fringe Benefit Rate** is:*

- The rate that has been approved by the State's cognizant agency for indirect costs; or a rate that has been calculated based on the aggregate rates and/or costs of the individual items that your agency classifies as fringe benefits.
- For example, your agency pays 7.65 percent for FICA, 42.05 percent for health/life/dental insurance, and 15.1 percent for retirement. The aggregate rate of 64.8 percent (sum of the three rates) may be applied to the salaries/wages of personnel listed in the table.

*The **Base Amount** is:*

- The salary/wage costs within the proposed budget to which the fringe benefit rate will be applied.
- For example, if the total wages for all grant-funded staff is \$150,000 and the percentage of time on the grant is 50 percent, then that is the amount the fringe rate of 64.8 (from the example above) will be applied. The calculation is: $\$150,000 \times 64.8 \times 50\% / 100 = \$48,600$ Total Project Costs.

Total Project Costs equal the Fringe Benefit Rate x Percentage of Time on MCSAP grant x Base Amount divided by 100.

Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Auditors	7.6500	100.0000	\$315,981.90	\$24,172.61	\$20,546.72	\$3,625.89	\$0.00
Troopers	59.8300	100.0000	\$2,225,670.72	\$1,331,618.79	\$1,131,875.97	\$199,742.82	\$0.00
Sergeant	59.8300	100.0000	\$231,804.00	\$138,688.33	\$117,885.08	\$20,803.25	\$0.00
Secretaries	48.4700	100.0000	\$80,022.24	\$38,786.77	\$32,968.75	\$5,818.02	\$0.00
Program Support Tech	48.4700	100.0000	\$51,413.04	\$24,919.90	\$21,181.92	\$3,737.98	\$0.00
1st Sergeant	59.8300	100.0000	\$82,458.48	\$49,334.90	\$41,934.66	\$7,400.24	\$0.00
Agency Analyst Senior	48.4700	100.0000	\$53,473.20	\$25,918.46	\$22,030.69	\$3,887.77	\$0.00
Agency Analyst	48.4700	100.0000	\$40,030.32	\$19,402.69	\$16,492.29	\$2,910.40	\$0.00
Overtime	7.6500	100.0000	\$419,972.00	\$32,127.85	\$27,308.67	\$4,819.18	\$0.00
Motor Carrier Assistant Wage	7.6500	100.0000	\$83,115.36	\$6,358.32	\$5,404.57	\$953.75	\$0.00
Program Support Tech Wage	7.6500	100.0000	\$27,705.12	\$2,119.44	\$1,801.52	\$317.92	\$0.00
Overtime	7.6500	100.0000	\$369,964.00	\$28,302.24	\$24,056.90	\$4,245.34	\$0.00
Troopers	59.8300	0.0000	\$2,625,660.00	\$0.00	\$0.00	\$0.00	\$1,570,932.37
Sergenants	59.8300	0.0000	\$450,128.00	\$0.00	\$0.00	\$0.00	\$269,311.00
Lieutenant	59.8300	0.0000	\$100,148.00	\$0.00	\$0.00	\$0.00	\$59,918.00
Secretaries	48.4700	0.0000	\$253,124.00	\$0.00	\$0.00	\$0.00	\$122,689.00
Software Engineer	48.4700	100.0000	\$50,000.00	\$24,235.00	\$20,599.75	\$3,635.25	\$0.00
TOTAL: Fringe Benefits				\$1,745,985.30	\$1,484,087.49	\$261,897.81	\$2,022,850.37

Enter a detailed explanation of how the fringe benefit costs were derived and allocated to the MCSAP project.

The fringe rates are as follows:

Civilian and Sworn personnel:	Group Life (rate x salary)	1.31%
	Retiree Health Ins. (rate x salary)	1.17%
	FICA (rate x salary)	7.65%
	Long Term Disability (rate x salary)	.62%
	Deferred Compensation	0.5548
	Health Coverage	23.65
Civilian Retirement (rate x salary)		13.52%
Sworn Retirement (rate x salary)		24.88%

The Auditors are wage positions and only FICA (7.65%) is calculated. The Sworn is based on the aggregate rate of 59.83%. The Civilian is based on the aggregate rate of 48.47%. The Base Amount is an average of the total fringe for each position.

In addition sworn recieve meal reimbursment based on the hrs. worked. Each meal is 2.25.

Sergeant's and 1st Sgt. recieve a 3.50 allowance per pay period for phone expense.

Overtime is FICA (7.65%) * 419,972.00=32,127.85

The same rates listed above apply to MOE Fringe.

Part 4 Section 4 - Travel

Itemize the positions/functions of the people who will travel. Show the estimated cost of items including but not limited to, lodging, meals, transportation, registration, etc. Explain in detail how the MCSAP program will directly benefit from the travel.

Travel costs are funds for field work or for travel to professional meetings.

List the purpose, number of persons traveling, number of days, percentage of time on MCSAP Grant, and total project costs for each trip. If details of each trip are not known at the time of application submission, provide the basis for estimating the amount requested. For more information on this item see [2 CFR §200.474](#).

Total Project Costs should be determined by State users, and manually input in the table below. There is no system calculation for this budget category.

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Operation Drive Safe	4	5	100.0000	\$20,000.00	\$17,000.00	\$3,000.00	\$0.00
Routine Training	3	3	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00
CVSA Annual Conference	4	3	100.0000	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
Safety Net Training	4	3	100.0000	\$4,600.00	\$3,910.00	\$690.00	\$0.00
NAIC Training	1	5	100.0000	\$2,000.00	\$1,700.00	\$300.00	\$0.00
CVSA Workshop	3	5	100.0000	\$6,000.00	\$5,100.00	\$900.00	\$0.00
COHMED	2	5	100.0000	\$3,000.00	\$2,550.00	\$450.00	\$0.00
GMM Training	2	5	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00
MCSAP Planning Session	4	5	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00
Annual Inservice Training	58	5	100.0000	\$15,000.00	\$12,750.00	\$2,250.00	\$0.00
NAS Training	1	10	100.0000	\$3,000.00	\$2,550.00	\$450.00	\$0.00
Operation Safety Review	1	5	100.0000	\$2,000.00	\$1,700.00	\$300.00	\$0.00
Routine Travel for Audits	8	98	100.0000	\$5,000.00	\$4,250.00	\$750.00	\$0.00
Audit Training for new Auditors	1	1	100.0000	\$500.00	\$425.00	\$75.00	\$0.00
TOTAL: Travel				\$86,100.00	\$73,185.00	\$12,915.00	\$0.00

Enter a detailed explanation of how the travel costs were derived and allocated to the MCSAP project.

The total travel expense is 86,100.00. All conference expenses include registration, airfare, lodging and per diem.

Many of the training courses are held at the Virginia State Police Academy, therefore cost is minimal. Routine travel is for unrelated costs to conferences or training incurred by staff. All travel and training is to maintain certifications and review of updated regulations for all Motor Carrier Troopers.

Operation Safety Review is an annual staff meeting within each field division to ensure all Motor Carrier troopers are aware of Federal Regulation 40CFR, Hazmat OOS updates and changes.

Annual in-service for all Motor Carrier troopers and local police departments to review regulations and maintain certifications in accordance with Federal Motor Carrier Regulation 49CFR.

We have participated in Operation Drive Safe and would like to attend the training. Operation Safe Drive is a high visibility, multi-agency, traffic enforcement effort on the Interstate System designed to eliminate traffic fatalities by reducing traffic crashes involving large trucks, buses and passenger vehicles.

Routine training will be used for training which we have not been able to attend in the past. Through out the year our GMO recommends specific training which will enhance our program but in the past we have not been able to attend because it was not accounted for in our budget. This will ensure we will have the funds available to attend.

NAIC - NAIC was created to recognize inspectors and officers - the backbone of the commercial vehicle safety program in North America - and to promote uniformity of inspections through education ultimately ensuring a good quality MCSAP program

GMM or Grants Management Training - This training will ensure our MCSAP grants are being written and managed based on the most up to date information possible. The classes may include but not limited to classes offered by the National Grants Management Association.

NAS Training - This is required training by FMCSA and will cover all expenses. This is in the event training is needed for a new hire and Virginia State Police is not conducting the training onsite

Part 4 Section 5 - Equipment

Equipment is tangible or intangible personal property. It includes information technology systems having a useful life of more than one year, and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity (i.e., the State) for financial statement purposes, or \$5,000.

- If your State's equipment capitalization threshold is below \$5,000, check the box below and provide the threshold amount. See [§200.12](#) Capital assets, [§200.20](#) Computing devices, [§200.48](#) General purpose equipment, [§200.58](#) Information technology systems, [§200.89](#) Special purpose equipment, and [§200.94](#) Supplies.

Show the total cost of equipment and the percentage of time dedicated for MCSAP related activities that the equipment will be billed to MCSAP. For example, you intend to purchase a server for \$5,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$1,000. If the equipment you are purchasing will be capitalized (depreciated), you may only show the depreciable amount, and not the total cost ([2 CFR §200.436](#) and [2 CFR §200.439](#)). If vehicles or large IT purchases are listed here, the applicant must disclose their agency's capitalization policy.

Provide a description of the equipment requested. Include the quantity, the full cost of each item, and the percentage of time this item will be dedicated to MCSAP grant.

Total Project Costs equal the Number of Items x Full Cost per Item x Percentage of Time on MCSAP grant.

Equipment Project Costs							
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
LPR Van	3	\$30,000.00	100	\$90,000.00	\$76,500.00	\$13,500.00	\$0.00
Binding Machine	1	\$10,000.00	100	\$10,000.00	\$8,500.00	\$1,500.00	\$0.00
Ford Explorers	11	\$29,736.00	100	\$327,096.00	\$278,031.60	\$49,064.40	\$0.00
New Vehicle for Auditors	2	\$25,000.00	100	\$50,000.00	\$42,500.00	\$7,500.00	\$0.00
License Plate Readers	3	\$10,858.75	100	\$32,576.25	\$27,689.81	\$4,886.44	\$0.00
Folding Table	1	\$100.00	100	\$100.00	\$85.00	\$15.00	\$0.00
Canopy	1	\$200.00	100	\$200.00	\$170.00	\$30.00	\$0.00
Infrared Detection Equipment	3	\$19,520.00	100	\$58,560.00	\$49,776.00	\$8,784.00	\$0.00
TOTAL: Equipment				\$568,532.25	\$483,252.41	\$85,279.84	\$0.00
Equipment threshold is greater than \$5,000.							

Enter a detailed explanation of how the equipment costs were derived and allocated to the MCSAP project.

The state requests 11 new SUV's to complete motor carrier safety inspections which will replace vehicles that have reached their useful life expectancy by the state's vehicle replacement policy. These vehicles will only be used for grant eligible purposes and are needed to fulfill activities proposed in the application. The cost for purchasing a vehicle is based on the State's current procurement contract. In addition there will be 2 cars as replacement vehicles for the new entrant auditors. These vehicles will also be used only for grant eligible purposes and are needed to fulfill activities proposed in the application.

In the past 7 years the department has purchased 59 SUV's and 8 cars under the MCSAP program, 22 of the 59 SUV's were not 100% purchased under MCSAP funds only a portion was paid by MCSAP funds. Useful life ranges to calculate depreciation for automobiles, estimates useful life range is a minimum of 3 years and a maximum of 8 years. The Virginia State Police Manual states: Replacement of motor vehicles will be made on the basis of mileage, age, or condition. Special purpose vehicles to include SUV's shall be driven until it is not economically feasible to keep the vehicle in service. It is expected they will be driven for a minimum of 150,000 miles regardless of the number of years they have been in service.

Motor Carrier Unit will be moving to a new facility in which we will house a new training room used exclusively for motor carrier training. The binding machine will be needed to bind the training materials.

LPR van will be equipped with a License Plate Reader, infrared detection equipment, table and a canopy to set up at remote sites. These 3 vans will be strategically placed throughout the state and used for concentrated checks and planned enforcement projects.

Part 4 Section 6 - Supplies

Supplies means all tangible property other than that described in [§200.33](#) Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also [§200.20](#) Computing devices and [§200.33](#) Equipment.

Estimates for supply costs may be based on the same allocation as personnel. For example, if 35 percent of officers' salaries are allocated to this project, you may allocate 35 percent of your total supply costs to this project. A different allocation basis is acceptable, so long as it is reasonable, repeatable and logical, and a description is provided in the narrative.

Provide a description of each unit/item requested, including the quantity of each unit/item, the unit of measurement for the unit/item, the cost of each unit/item, and the percentage of time on MCSAP grant.

Total Project Costs equal the Number of Units x Cost per Unit x Percentage of Time on MCSAP grant.

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
New Office training supplies	12 Monthly	\$750.00	100.0000	\$9,000.00	\$7,650.00	\$1,350.00	\$0.00
Thermal paper	170 case	\$59.00	100.0000	\$10,030.00	\$8,525.50	\$1,504.50	\$0.00
Pelican Led flashlights	25 each	\$20.00	100.0000	\$500.00	\$425.00	\$75.00	\$0.00
Fast fit gloves	32 each	\$13.00	100.0000	\$416.00	\$353.60	\$62.40	\$0.00
Ink Cartridges for printers	4 case	\$446.55	100.0000	\$1,786.20	\$1,518.27	\$267.93	\$0.00
Printers	4 each	\$225.00	100.0000	\$900.00	\$765.00	\$135.00	\$0.00
Adding machine	1 each	\$68.34	100.0000	\$68.34	\$58.09	\$10.25	\$0.00
Monitors	2 each	\$150.00	100.0000	\$300.00	\$255.00	\$45.00	\$0.00
NIMH Batteries for printers	10 each	\$32.00	100.0000	\$320.00	\$272.00	\$48.00	\$0.00
Shipping	12 Monthly	\$30.00	100.0000	\$360.00	\$306.00	\$54.00	\$0.00
TOTAL: Supplies				\$23,680.54	\$20,128.46	\$3,552.08	\$0.00

Enter a detailed explanation of how the supply costs were derived and allocated to the MCSAP project.

Thermal paper, which will be purchased from Daly computers, is required for the printers used by the 32 troopers and 9 Auditors while performing their motor carrier duties. Pelican Led flashlights, fast fit gloves, office supplies, ink cartridges and batteries will also be used by the above personnel and are housed in our warehouse from various vendors.

The printers, calculator and monitors are requested for replacement purposes.

The Office/Training supplies will be used by employee's who dedicate 100% of there time to motor carrier at our seven area offices and also at State Police headquarters.

Shipping is for UPS service we use to ship supplies to the Auditors.

Removed Lexis Nexis Software and reallocated the funds to overtime.

Part 4 Section 7 - Contractual and Subaward

This section includes contractual costs and subawards to subrecipients. Use the table below to capture the information needed for both contractual agreements and subawards. The definitions of these terms are provided so the instrument type can be entered into the table below.

Contractual – A contract is a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award ([2 CFR §200.22](#)). All contracts issued under a Federal award must comply with the standards described in [2 CFR §200 Procurement Standards](#).

Note: Contracts are separate and distinct from subawards; see [2 CFR §200.330](#) for details.

Subaward – A subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract ([2 CFR §200.92](#) and [2 CFR §200.330](#)).

Subrecipient - Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program, but does not include an individual who is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency ([2 CFR §200.93](#)).

Enter the legal name of the vendor or subrecipient if known. If unknown at this time, please indicate 'unknown' in the legal name field. Include a description of services for each contract or subaward listed in the table. Entering a statement such as "contractual services" with no description will not be considered meeting the requirement for completing this section.

Enter the DUNS or EIN number of each entity. There is a drop-down option to choose either DUNS or EIN, and then the State must enter the corresponding identification number.

Select the Instrument Type by choosing either Contract or Subaward for each entity.

Total Project Costs should be determined by State users and input in the table below. The tool does not automatically calculate the total project costs for this budget category.

Operations and Maintenance-If the State plans to include O&M costs that meet the definition of a contractual or subaward cost, details must be provided in the table and narrative below.

Please describe the activities these costs will be using to support (i.e., ITD, PRISM, SSDQ or other services.)

Contractual and Subaward Project Costs							
Legal Name	DUNS/EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Virginia Dept. of Motor Vehicles	DUNS 809875321	Subrecipient	100.0000	\$884,748.23	\$752,036.00	\$132,712.23	\$0.00
Description of Services: Management of the PRISM AND SADIP programs							
IBP, L.C.	EIN 541807877	Contract	50.0000	\$66,088.50	\$56,175.23	\$9,913.27	\$0.00
Description of Services: LEASING A BUILDING							
Vita	EIN 541074144	Contract	100.0000	\$19,990.08	\$16,991.57	\$2,998.51	\$0.00
Description of Services: Fee charged for maintaining our computers.							
Vita	EIN 541074144	Contract	100.0000	\$500.00	\$425.00	\$75.00	\$0.00
Description of Services: Monthly charges for paging service							
Vita	EIN 541074144	Contract	100.0000	\$49,963.20	\$42,468.72	\$7,494.48	\$0.00
Description of Services: Monthly charges for Cell phone service							
Vita	EIN 541074144	Contract	100.0000	\$37,109.52	\$31,543.09	\$5,566.43	\$0.00
Description of Services: Vita monthly air cards service							
Edwards Business Systems	EIN 231672672	Contract	100.0000	\$2,280.00	\$1,938.00	\$342.00	\$0.00
Description of Services: MC copier rental fees							
Edwards Business Systems	EIN 231672672	Contract	100.0000	\$8,400.00	\$7,140.00	\$1,260.00	\$0.00
Description of Services: 7 Copiers rental fees (one for each Division) per month							
Vita	EIN 541074144	Contract	100.0000	\$71,376.00	\$60,669.60	\$10,706.40	\$0.00
Description of Services: Safety net server monthly fee							
Vita	EIN 541074144	Contract	100.0000	\$2,200.00	\$1,870.00	\$330.00	\$0.00
Description of Services: Laptop encryption fee							
Payroll Service Bureau	EIN 546001736	Contract	100.0000	\$6,750.00	\$5,737.50	\$1,012.50	\$0.00
Description of Services: yearly fee for doing payroll for MCSAP funded positions							
Comcast	EIN 541082662	Contract	100.0000	\$2,000.00	\$1,700.00	\$300.00	\$0.00
Description of Services: WiFi for training room							
Vita	EIN 541074144	Contract	100.0000	\$72.00	\$61.20	\$10.80	\$0.00
Description of Services: NE phone charges							
TOTAL: Contractual and Subaward				\$1,151,477.53	\$978,755.91	\$172,721.62	\$0.00

Enter a detailed explanation of how the contractual and subaward costs were derived and allocated to the MCSAP project.

Sub-recipient:

Contract with Virginia Dept. of Motor Vehicles (DMV) for management of the PRISM AND SADIP programs. DMV will

be analyzing information in order to catch those who may be reincarnating a carrier. The overall goal of this project is to provide funding that will allow Virginia to continue to pay ITD and PRISM related fees and dues, to include membership dues and fees, as well as maintenance fees that cover hardware, software and any updates to the WIM, IRP, IFTA, PRISM, and CVIEW systems that are required by the federal government. This maintenance will allow Virginia to stay up to date and ITD and PRISM compliant.

Annual CVISN/PRISM Membership Dues/Maintenance Fees

Project Activity	Planned Schedule
IRP Membership/Clearinghouse Fees and Dues	Annual
IFTA Membership/Clearinghouse Fees and Dues	Annual
ITD vendor system maintenance fees (IRP, IFTA, CVIEW, PRISM)	Monthly
DMV motor carrier portal system coordinator maintenance and support	Monthly
WIM Maintenance Fees	Annual

Their budget is as follow:

Other Costs Budget Narrative			
Item Name	Total Cost	85% Federal Share	15% State Match
CVISN/PRISM Program:			
Xerox VISTA-RS System PRISM maintenance fees	\$45,000.00	\$38,250.00	\$6,750.00
Xerox Preview (CVIEW) System maintenance fees	\$67,500.00	\$57,375.00	\$10,125.00
Xerox VISTA-RS (IRP) System CVISN maintenance fees	\$45,129.00	\$38,359.65	\$6,769.35
Xerox VISTA-TS (IFTA) System CVISN maintenance fees	\$45,129.00	\$38,359.65	\$6,769.35
IFTA Membership/Clearinghouse fees and dues	\$17,000.00	\$14,450.00	\$2,550.00
IRP Membership/Clearinghouse fees and dues	\$31,600.00	\$26,860.00	\$4,740.00
PrePass Membership Fees	\$15,000.00	\$12,750.00	\$2,250.00
WIM Maintenance Fees	\$394,046.00	\$334,939.10	\$59,106.90
DMV webCAT System contractor maintenance and support	\$50,000.00	\$42,500.00	\$7,500.00
Total Other Costs:	\$710,404.00	\$603,843.40	\$106,560.60
The costs of operations and maintenance fees for the PRISM and CVISN programs are necessary for the ongoing production and support of systems.			

Personnel Budget Narrative							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/Wage	Total Cost	85% Federal Share	15% State Match
SADIP Program: Data Quality Analyst	1	100	2080	\$24.04	\$50,000.00	\$42,500.00	\$7,500.00
The SADIP program requires the duties of a Data Quality Analyst to process quality control on police crash reports and analyze data. DQ Analyst ensures that CMV/SafetyNet data is verified for quality before it is exported to TREDs and will also run weekly extract for all processed SafetyNet reports. DQ analyst work is also critical to the development of training on CMV data collection.							

Fringe Benefits Budget Narrative

Position(s)	Benefit(s)	Rate	Base Amount	Total Cost	85% Federal Share	15% State Match
SADIP Program: Data Quality Analyst	Benefits	49.8%	100	\$24,900.00	\$21,165.00	\$3,735.00
Fringe benefits include costs for retirement, social security, disability, and life and health insurance. It is calculated on average benefits for a full time employee.						

Contractual Cost Budget Narrative			
Description of Services	Total Cost	85% Federal Share	15% State Match
SADIP Program: IT Contract services to provide operations and maintenance to the Traffic Records Electronic Data System (TREDS)	\$99,444.23	\$84,527.60	\$14,916.63
Contractual staff is responsible for all system operations and maintenance to ensure that the quality and quantity of data is maintained. IT staff will continue to work with VAHSO QC and Analysis staff, as well as external partners, on operations and maintenance of daily processes to TREDS to assist their efforts.			

Total DMV Sub-Grant	Total Cost	85% Federal Share	15% State Match
Total Other Costs:	\$710,404.00	\$603,843.40	\$106,560.60
Total Personnel Costs:	\$50,000.00	\$42,500.00	\$7,500.00
Total Fringe Benefits Costs:	\$24,900.00	\$21,165.00	\$3,735.00
Total Contractual Costs:	\$99,444.23	\$84,527.60	\$14,916.63
Total Budget for Sub-Grant:	\$884,748.23	\$752,036.00	\$132,712.23

State police is mandated to contract with Virginia Information Technologies Agency (Vita) for the cost of Aircards, Cell phones, pagers, laptop encryption, internet service and a land line (used only for MCSAP). In addition they charge a monthly fee for each computer in order to maintain and update them.

Payroll Service Bureau charges a yearly fee for handling the payroll for all Virginia State Police personnel. They also maintain each employee's payroll file.

State police rent's our copiers from Edwards Business System. State police has 7 copiers one at each area office. The charge is based on a percentage of usage for each copier. State police also has a 100% dedicated copier for motor carrier at State police headquarters.

State Police anticipates a monthly charge of approximately \$120.00 for internet service from Comcast for our new training facility.

State Police will be leasing a building for the Safety Unit. Motor Carrier will utilize 50% of the space. The total rent is 132,177 per year or 11,014.75 per month. $11,014.75/2 = 5,507.38 \times 12 \text{ mths} = 66,088.56$.

Removed Carahsoft Tech Corp. and reallocated funds to overtime.

Part 4 Section 8 - Other Costs

Other Costs are those not classified elsewhere and are allocable to the Federal award. These costs must be specifically itemized and described. The total costs and allocation bases must be explained in the narrative. Examples of Other Costs may include utilities and/or leased equipment, employee training tuition, meeting registration costs, etc. The quantity, unit of measurement (e.g., monthly, annually, each, etc.), unit cost, and percentage of time on MCSAP grant must be included.

Operations and Maintenance—If the State plans to include O&M costs that do not meet the definition of a contractual or subaward cost, details must be provided in the table and narrative below. Please identify these costs as ITD O&M, PRISM O&M, or SSDQ O&M. Sufficient detail must be provided in the narrative that explains what components of the specific program are being addressed by the O&M costs.

Enter a description of each requested Other Cost.

Enter the number of items/units, the unit of measurement, the cost per unit/item, and the percentage of time dedicated to the MCSAP grant for each Other Cost listed. Show the cost of the Other Costs and the portion of the total cost that will be billed to MCSAP. For example, you intend to purchase air cards for \$2,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$400.

Total Project Costs equal the Number of Units x Cost per Item x Percentage of Time on MCSAP grant.

Indirect Costs

Information on Indirect Costs ([2 CFR §200.56](#)) is captured in this section. This cost is allowable only when an approved indirect cost rate agreement has been provided. Applicants may charge up to the total amount of the approved indirect cost rate multiplied by the eligible cost base. Applicants with a cost basis of salaries/wages and fringe benefits may only apply the indirect rate to those expenses. Applicants with an expense base of modified total direct costs (MTDC) may only apply the rate to those costs that are included in the MTDC base ([2 CFR §200.68](#)).

- **Cost Basis** — is the accumulated direct costs (normally either total direct salaries and wages or total direct costs exclusive of any extraordinary or distorting expenditures) used to distribute indirect costs to individual Federal awards. The direct cost base selected should result in each Federal award bearing a fair share of the indirect costs in reasonable relation to the benefits received from the costs.
- **Approved Rate** — is the rate in the approved Indirect Cost Rate Agreement.
- **Eligible Indirect Expenses** — means after direct costs have been determined and assigned directly to Federal awards and other activities as appropriate. Indirect costs are those remaining to be allocated to benefitted cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.
- **Total Indirect Costs** equal Approved Rate x Eligible Indirect Expenses divided by 100.

Your State will claim reimbursement for Indirect Costs.

Indirect Costs					
Cost Basis	Approved Rate	Eligible Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Other	8.31	\$7,348,113.58	\$610,628.23	\$519,034.00	\$91,594.23
TOTAL: Indirect Costs			\$610,628.23	\$519,034.00	\$91,594.23

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Car Repairs and Maintenance	41 each	\$292.68	100.0000	\$11,999.88	\$10,199.90	\$1,799.98	\$0.00
Regulations	218 each	\$13.72	100.0000	\$2,990.96	\$2,542.32	\$448.64	\$0.00
CVSA Decals	4 quarterly	\$1,450.00	100.0000	\$5,800.00	\$4,930.00	\$870.00	\$0.00
Radars	1 each	\$2,500.00	100.0000	\$2,500.00	\$2,125.00	\$375.00	\$0.00
Whelen Light Packages	11 each	\$1,497.00	100.0000	\$16,467.00	\$13,996.95	\$2,470.05	\$0.00
CVSA Membership subscription	1 each	\$16,600.00	100.0000	\$16,600.00	\$14,110.00	\$2,490.00	\$0.00
Smart Tag EZPass	9 each	\$83.34	100.0000	\$750.06	\$637.55	\$112.51	\$0.00
GPS	1 each	\$100.00	100.0000	\$100.00	\$85.00	\$15.00	\$0.00
Fuel for New Entrant Auditors	12 months	\$401.00	100.0000	\$4,812.00	\$4,090.20	\$721.80	\$0.00
Invertors	25 each	\$55.00	100.0000	\$1,375.00	\$1,168.75	\$206.25	\$0.00
Vehicle Consoles	11 each	\$600.00	100.0000	\$6,600.00	\$5,610.00	\$990.00	\$0.00
Vehicle Decals	11 each	\$300.00	100.0000	\$3,300.00	\$2,805.00	\$495.00	\$0.00
Vehicle Aluminum Vaults	11 each	\$1,000.00	100.0000	\$11,000.00	\$9,350.00	\$1,650.00	\$0.00
Fuel for MCSAP Basic troopers	12 each	\$3,000.00	100.0000	\$36,000.00	\$31,397.00	\$4,603.00	\$0.00
TOTAL: Other Costs				\$120,294.90	\$103,047.67	\$17,247.23	\$0.00

Enter a detailed explanation of how the 'other' costs were derived and allocated to the MCSAP project.

The indirect cost rate for 2019 has not been approved. The 2018 rate of 6.99% will be applied until the new rate is approved.

Car repairs and maintenance is for the new entrant vehicles only.

Fuel for New Entrant and Basic MCSAP is the cost of all fuel used for motor carrier vehicles in order to carry out their duties. 100% of their time is dedicated to MCSAP.

Invertors, Radars, scanner and GPS are replacement items.

Regulations, CVSA Decals and CVSA membership subscription are all items necessary to maintain a motor carrier unit.

Whelen Light Packages, Consoles, Decals and Aluminum vaults are required to install on all motor carrier vehicles. Since we will be ordering 11 vehicles we will need 11 packages.

Ez Pass Smart Tag - renewal of charges for 9 EZ passes for Auditor travel across the Commonwealth of Virginia in performance of Safety Audits.

Part 4 Section 9 - Comprehensive Spending Plan

The Comprehensive Spending Plan is auto-populated from all line items in the tables and is in read-only format. Changes to the Comprehensive Spending Plan will only be reflected by updating the individual budget category table(s).

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,765,730.00	\$1,193,016.00	\$7,958,746.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,193,016.00
MOE Baseline:	\$1,059,481.21

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Auditors	\$268,584.62	\$47,397.28	\$315,981.90	\$0.00
1st Sergeant	\$70,089.71	\$12,368.77	\$82,458.48	\$0.00
Program Support Tech	\$43,701.08	\$7,711.96	\$51,413.04	\$0.00
Sergeants	\$197,033.40	\$34,770.60	\$231,804.00	\$0.00
Secretaries	\$68,018.90	\$12,003.34	\$80,022.24	\$0.00
Agency Analyst Senior	\$45,452.22	\$8,020.98	\$53,473.20	\$0.00
Agency Analyst	\$34,025.77	\$6,004.55	\$40,030.32	\$0.00
Troopers	\$1,891,820.11	\$333,850.61	\$2,225,670.72	\$0.00
MC Assistance wage	\$70,654.38	\$12,468.42	\$83,122.80	\$0.00
Program Support Tech Wage	\$23,549.35	\$4,155.77	\$27,705.12	\$0.00
Troopers	\$0.00	\$0.00	\$0.00	\$2,625,660.00
Sergeants	\$0.00	\$0.00	\$0.00	\$450,128.00
Lieutenant	\$0.00	\$0.00	\$0.00	\$100,148.00
Secretaries	\$0.00	\$0.00	\$0.00	\$253,125.00
Software engineer	\$68,000.00	\$12,000.00	\$80,000.00	\$0.00
Salary Subtotal	\$2,780,929.54	\$490,752.28	\$3,271,681.82	\$3,429,061.00
Troopers	\$157,998.92	\$27,882.16	\$185,881.08	\$0.00
Port Check	\$82,654.07	\$14,586.01	\$97,240.08	\$0.00
Concentrated Checks	\$82,654.07	\$14,586.01	\$97,240.08	\$0.00
Overtime subtotal	\$323,307.06	\$57,054.18	\$380,361.24	\$0.00
Personnel total	\$3,104,236.60	\$547,806.46	\$3,652,043.06	\$3,429,061.00

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Auditors	\$20,546.72	\$3,625.89	\$24,172.61	\$0.00
Troopers	\$1,131,875.97	\$199,742.82	\$1,331,618.79	\$0.00
Sergeant	\$117,885.08	\$20,803.25	\$138,688.33	\$0.00
Secretaries	\$32,968.75	\$5,818.02	\$38,786.77	\$0.00
Program Support Tech	\$21,181.92	\$3,737.98	\$24,919.90	\$0.00
1st Sergeant	\$41,934.66	\$7,400.24	\$49,334.90	\$0.00
Agency Analyst Senior	\$22,030.69	\$3,887.77	\$25,918.46	\$0.00
Agency Analyst	\$16,492.29	\$2,910.40	\$19,402.69	\$0.00
Overtime	\$27,308.67	\$4,819.18	\$32,127.85	\$0.00
Motor Carrier Assistant Wage	\$5,404.57	\$953.75	\$6,358.32	\$0.00
Program Support Tech Wage	\$1,801.52	\$317.92	\$2,119.44	\$0.00
Overtime	\$24,056.90	\$4,245.34	\$28,302.24	\$0.00
Troopers	\$0.00	\$0.00	\$0.00	\$1,570,932.37
Sergenants	\$0.00	\$0.00	\$0.00	\$269,311.00
Lieutenant	\$0.00	\$0.00	\$0.00	\$59,918.00
Secretaries	\$0.00	\$0.00	\$0.00	\$122,689.00
Software Engineer	\$20,599.75	\$3,635.25	\$24,235.00	\$0.00
Fringe Benefits total	\$1,484,087.49	\$261,897.81	\$1,745,985.30	\$2,022,850.37

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Operation Drive Safe	\$17,000.00	\$3,000.00	\$20,000.00	\$0.00
Routine Training	\$4,250.00	\$750.00	\$5,000.00	\$0.00
CVSA Annual Conference	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
Safety Net Training	\$3,910.00	\$690.00	\$4,600.00	\$0.00
NAIC Training	\$1,700.00	\$300.00	\$2,000.00	\$0.00
CVSA Workshop	\$5,100.00	\$900.00	\$6,000.00	\$0.00
COHMED	\$2,550.00	\$450.00	\$3,000.00	\$0.00
GMM Training	\$4,250.00	\$750.00	\$5,000.00	\$0.00
MCSAP Planning Session	\$4,250.00	\$750.00	\$5,000.00	\$0.00
Annual Inservice Training	\$12,750.00	\$2,250.00	\$15,000.00	\$0.00
NAS Training	\$2,550.00	\$450.00	\$3,000.00	\$0.00
Operation Safety Review	\$1,700.00	\$300.00	\$2,000.00	\$0.00
Routine Travel for Audits	\$4,250.00	\$750.00	\$5,000.00	\$0.00
Audit Training for new Auditors	\$425.00	\$75.00	\$500.00	\$0.00
Travel total	\$73,185.00	\$12,915.00	\$86,100.00	\$0.00

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
LPR Van	\$76,500.00	\$13,500.00	\$90,000.00	\$0.00
Binding Machine	\$8,500.00	\$1,500.00	\$10,000.00	\$0.00
Ford Explorers	\$278,031.60	\$49,064.40	\$327,096.00	\$0.00
New Vehicle for Auditors	\$42,500.00	\$7,500.00	\$50,000.00	\$0.00
License Plate Readers	\$27,689.81	\$4,886.44	\$32,576.25	\$0.00
Folding Table	\$85.00	\$15.00	\$100.00	\$0.00
Canopy	\$170.00	\$30.00	\$200.00	\$0.00
Infrared Detection Equipment	\$49,776.00	\$8,784.00	\$58,560.00	\$0.00
Equipment total	\$483,252.41	\$85,279.84	\$568,532.25	\$0.00

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
New Office training supplies	\$7,650.00	\$1,350.00	\$9,000.00	\$0.00
Thermal paper	\$8,525.50	\$1,504.50	\$10,030.00	\$0.00
Pelican Led flashlights	\$425.00	\$75.00	\$500.00	\$0.00
Fast fit gloves	\$353.60	\$62.40	\$416.00	\$0.00
Ink Cartridges for printers	\$1,518.27	\$267.93	\$1,786.20	\$0.00
Printers	\$765.00	\$135.00	\$900.00	\$0.00
Adding machine	\$58.09	\$10.25	\$68.34	\$0.00
Monitors	\$255.00	\$45.00	\$300.00	\$0.00
NIMH Batteries for printers	\$272.00	\$48.00	\$320.00	\$0.00
Shipping	\$306.00	\$54.00	\$360.00	\$0.00
Supplies total	\$20,128.46	\$3,552.08	\$23,680.54	\$0.00

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Virginia Dept. of Motor Vehicles	\$752,036.00	\$132,712.23	\$884,748.23	\$0.00
IBP, L.C.	\$56,175.23	\$9,913.27	\$66,088.50	\$0.00
Vita	\$16,991.57	\$2,998.51	\$19,990.08	\$0.00
Vita	\$425.00	\$75.00	\$500.00	\$0.00
Vita	\$42,468.72	\$7,494.48	\$49,963.20	\$0.00
Vita	\$31,543.09	\$5,566.43	\$37,109.52	\$0.00
Edwards Business Systems	\$1,938.00	\$342.00	\$2,280.00	\$0.00
Edwards Business Systems	\$7,140.00	\$1,260.00	\$8,400.00	\$0.00
Vita	\$60,669.60	\$10,706.40	\$71,376.00	\$0.00
Vita	\$1,870.00	\$330.00	\$2,200.00	\$0.00
Payroll Service Bureau	\$5,737.50	\$1,012.50	\$6,750.00	\$0.00
Comcast	\$1,700.00	\$300.00	\$2,000.00	\$0.00
Vita	\$61.20	\$10.80	\$72.00	\$0.00
Contractual and Subaward total	\$978,755.91	\$172,721.62	\$1,151,477.53	\$0.00

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Car Repairs and Maintenance	\$10,199.90	\$1,799.98	\$11,999.88	\$0.00
Regulations	\$2,542.32	\$448.64	\$2,990.96	\$0.00
CVSA Decals	\$4,930.00	\$870.00	\$5,800.00	\$0.00
Radars	\$2,125.00	\$375.00	\$2,500.00	\$0.00
Whelen Light Packages	\$13,996.95	\$2,470.05	\$16,467.00	\$0.00
CVSA Membership subscription	\$14,110.00	\$2,490.00	\$16,600.00	\$0.00
Smart Tag EZPass	\$637.55	\$112.51	\$750.06	\$0.00
GPS	\$85.00	\$15.00	\$100.00	\$0.00
Fuel for New Entrant Auditors	\$4,090.20	\$721.80	\$4,812.00	\$0.00
Invertors	\$1,168.75	\$206.25	\$1,375.00	\$0.00
Vehicle Consoles	\$5,610.00	\$990.00	\$6,600.00	\$0.00
Vehicle Decals	\$2,805.00	\$495.00	\$3,300.00	\$0.00
Vehicle Aluminum Vaults	\$9,350.00	\$1,650.00	\$11,000.00	\$0.00
Fuel for MCSAP Basic troopers	\$31,397.00	\$4,603.00	\$36,000.00	\$0.00
Other Costs total	\$103,047.67	\$17,247.23	\$120,294.90	\$0.00

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Subtotal for Direct Costs	\$6,246,693.54	\$1,101,420.04	\$7,348,113.58	\$5,451,911.37
Indirect Costs	\$519,034.00	\$91,594.23	\$610,628.23	NA
Total Costs Budgeted	\$6,765,727.54	\$1,193,014.27	\$7,958,741.81	\$5,451,911.37

Part 4 Section 10 - Financial Summary

The Financial Summary is auto-populated by the system by budget category. It is a read-only document and can be used to complete the SF-424A in Grants.gov. Changes to the Financial Summary will only be reflected by updating the individual budget category table(s).

- The system will confirm that percentages for Federal and State shares are correct for Total Project Costs. The edit check is performed on the **"Total Costs Budgeted"** line only.
- The system will confirm that Planned MOE Costs equal or exceed FMCSA funding limitation. The edit check is performed on the **"Total Costs Budgeted"** line only.
- The system will confirm that the Overtime value does not exceed the FMCSA funding limitation. The edit check is performed on the **"Overtime subtotal"** line.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$6,765,730.00	\$1,193,016.00	\$7,958,746.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,193,016.00
MOE Baseline:	\$1,059,481.21

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$2,780,929.54	\$490,752.28	\$3,271,681.82	\$3,429,061.00
Overtime Subtotal	\$323,307.06	\$57,054.18	\$380,361.24	\$0.00
Personnel Total	\$3,104,236.60	\$547,806.46	\$3,652,043.06	\$3,429,061.00
Fringe Benefits Total	\$1,484,087.49	\$261,897.81	\$1,745,985.30	\$2,022,850.37
Travel Total	\$73,185.00	\$12,915.00	\$86,100.00	\$0.00
Equipment Total	\$483,252.41	\$85,279.84	\$568,532.25	\$0.00
Supplies Total	\$20,128.46	\$3,552.08	\$23,680.54	\$0.00
Contractual and Subaward Total	\$978,755.91	\$172,721.62	\$1,151,477.53	\$0.00
Other Costs Total	\$103,047.67	\$17,247.23	\$120,294.90	\$0.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$6,246,693.54	\$1,101,420.04	\$7,348,113.58	\$5,451,911.37
Indirect Costs	\$519,034.00	\$91,594.23	\$610,628.23	NA
Total Costs Budgeted	\$6,765,727.54	\$1,193,014.27	\$7,958,741.81	\$5,451,911.37

Part 5 - Certifications and Documents

Part 5 includes electronic versions of specific requirements, certifications and documents that a State must agree to as a condition of participation in MCSAP. The submission of the CVSP serves as official notice and certification of compliance with these requirements. State or States means all of the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.

If the person submitting the CVSP does not have authority to certify these documents electronically, then the State must continue to upload the signed/certified form(s) through the "My Documents" area on the State's Dashboard page.

Part 5 Section 1 - State Certification

The State Certification will not be considered complete until the four questions and certification declaration are answered. Selecting 'no' in the declaration may impact your State's eligibility for MCSAP funding.

1. What is the name of the person certifying the declaration for your State? Ronald C. Maxey, Jr.
2. What is this person's title? Safety Officer
3. Who is your Governor's highway safety representative? Richard D. Holcomb
4. What is this person's title? Commissioner

The State affirmatively accepts the State certification declaration written below by selecting 'yes'.

- ☒ Yes
- ☐ Yes, uploaded certification document
- ☐ No

State Certification declaration:

I, Ronald C. Maxey, Jr., Safety Officer, on behalf of the Commonwealth of VIRGINIA, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the Commonwealth satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

If there are any exceptions that should be noted to the above certification, include an explanation in the text box below.

None that I am aware of at this time

Part 5 Section 2 - Annual Review of Laws, Regulations, Policies and Compatibility Certification

You must answer all three questions and indicate your acceptance of the certification declaration. Selecting 'no' in the declaration may impact your State's eligibility for MCSAP funding.

1. What is the name of your certifying State official? Ronald C. Maxey
2. What is the title of your certifying State official? Safety Officer
3. What are the phone # and email address of your State official? (804)278-5300 Ron.Maxey@vsp.virginia.gov

The State affirmatively accepts the compatibility certification declaration written below by selecting 'yes'.

- ☒ Yes
- ☐ Yes, uploaded certification document
- ☐ No

I, Ronald C. Maxey, certify that the Commonwealth has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the Commonwealth's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49 CFR parts 390-397) and the Hazardous Materials Regulations (49 CFR parts 107 (subparts F and G only), 171-173, 177, 178, and 180) and standards and orders of the Federal government, except as may be determined by the Administrator to be inapplicable to a State enforcement program. For the purpose of this certification, Compatible means Commonwealth laws or regulations pertaining to interstate commerce that are identical to the FMCSRs and HMRs or have the same effect as the FMCSRs and identical to the HMRs and for intrastate commerce rules identical to or within the tolerance guidelines for the FMCSRs and identical to the HMRs.

If there are any exceptions that should be noted to the above certification, include an explanation in the text box below.

None that I am aware of at this time.

Part 5 Section 3 - New Laws/Legislation/Policy Impacting CMV Safety

Has the State adopted/enacted any new or updated laws (i.e., statutes) impacting CMV safety since the last CVSP or annual update was submitted?

☐ Yes ☒ No

Has the State adopted/enacted any new administrative actions or policies impacting CMV safety since the last CVSP?

☐ Yes ☒ No